National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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webTA 4.2 Timekeeper – Master Timekeeper

PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 4.2 Timekeeper – Master Timekeeper

Table of Contents

Latest Update Information

The following change has been made to the webTA 4.2 Timekeeper – Master Timekeeper procedure:

Section	Description of Change
webTA 4.2 Timekeeper – Master Timekeeper	This procedure has been reviewed as part of the annual review process and no changes are required.

Accessibility for Users of Assistive Technology with webTA 4.2

The National Finance Center (NFC) is committed to providing applications that may be used with assistive technology.

In order to meet this commitment, NFC will comply with the requirements of the United States Access Board.

NFC must ensure that users with disabilities be provided with access to have the same options within an application as those with no disability, unless an undue burden would be imposed upon NFC.

Help for Users of Assistive Technology

Online help utilizes HyperText Markup Language (HTML) frames which display help in a separate browser. Each Help page contains a Table of Contents with links and Help content. Some Help topics include one or more Related Topics.

To Navigate within Frames:

1. Select ***Help***. The browser opens. By default, the focus is in the content pane.
2. Select the **Tab** key to move the focus to the Related Topics (if any).
3. Select the **Enter** key to open a related topic link.

   OR

   Select the **Tab** key to move the focus to the Table of Contents.
4. Select the **Enter** key to open a different help topic link.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, select the **Tab** key.
- To move backward from link to link or to interactive elements, select the **Shift** + **Tab** keys.
- To select hyperlinks, select the **Enter** key.
- To select buttons, select the **Enter** key.
- To navigate and select radio buttons, select the Up and Down Arrow keys.
- To select and deselect check boxes, press the Spacebar.
- To navigate and select dates from the Calendar picker, use the following options:
  - To move to the day to the left, select **Control** + Left Arrow.

  - To move to the day to the right, select **Control** + Right Arrow.
  - To move to the row above, select **Control** + Up Arrow.
  - To move to the row below, select **Control** + Down Arrow.
  - To change the month, select the Page Up or Page Down key.
- To navigate and select options from combination boxes, use the following options:
  - To view all options, press the Spacebar.
  - To move through options, select the Up and Down Arrow keys.
  - To select an option, select the **Enter** key.
- To navigate and select options from a selection box, select the Up and Down Arrow keys.
- To navigate and select options from the Role selection box, use the following options:
  - To view all options, select the **Enter** key.
  - To move through the options, select the **Tab** key.
  - To select an option, select the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
  - To move through the options, select the Up and Down Arrow keys.
  - To select an option, select the **Enter** key.
  - To clear current options, select the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, select **Shift** + **R**.
- To display and place the focus on Skip Link, select **Alt** + **P**.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**). When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the **Save** button.
References to email addresses are indicated in italics.	For additional assistance, send email to *jane.doe@usda.gov*.
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select ***File > Print***.
References to system messages are indicated by Courier New font and are italicized.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are **`None`**, **`End`**, or **`Start`**.
References to actual data are indicated by Courier New font.	Enter `10` into the field.
References to telephone numbers are indicated in bold.	For assistance, call **1-800-555-1212**.

Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.

Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the Timekeeper and/or the Employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each Employee at a specific T&A contact point. This record contains Employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating Employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the Timekeeper to enter and submit an Employee’s timesheet if the Employee is not available.
- Establish a default schedule for an Employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select TC and Accounting Codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.

- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the Employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

Related Systems and Applications

webTA data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

Bi-Weekly Examination Analysis and Reporting System (BEAR). BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

EmpowHR. EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices.

Financial Management Modernization Initiative (FMMI). FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Computation System (PAYE). PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input and Edit System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.

Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database online system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application on the Application Launchpad of the NFC home page. RPCT offers Administrative, Financial, Personnel, Workforce, and Security reports. The Leave Error report is used by Timekeepers and is available in RPCT.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Time Inquiry - Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to webTA for HR (Human Resources) Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters timesheet data for each Employee, as required by law and regulations.
- Certifies timesheets to be transmitted to NFC by established timeframes. Timesheets should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors timesheet related status reports and takes measures to reduce timesheet rejections and leave errors.
- Monitors timesheets received by NFC to account for all active and full-time Employees.

National Finance Center:

- Processes T&A data within established timeframes.
- Reviews timesheet edit error messages and corrects the timesheet. Contacts the Agency for assistance as necessary.
- Monitors timesheets received to account for all active and full-time Employees.
- Provides reports.

Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in the Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.

Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

RPCT provides the following reports to assist Agencies in processing timesheets.

- Leave Error Report - Lists Employees with leave discrepancies. Discrepancies occur when the Employee's leave balance(s) on the payroll/personnel database and those on the timesheet for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists Employees identifying timesheet edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists timesheets with missing personnel actions which require an action to be taken by the personnel office before the timesheet can process.
- T&A Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.
- T&As Not Received by NFC - Lists active full/part-time Employees whose timesheets were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known timesheets have been electronically transmitted to NFC.

Roles

An Agency Security Officer (ASO) requests access for webTA HR Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.

Note: Each webTA role is designated by a separate menu tab. webTA users will only see the tabs corresponding to the role(s) they are granted.

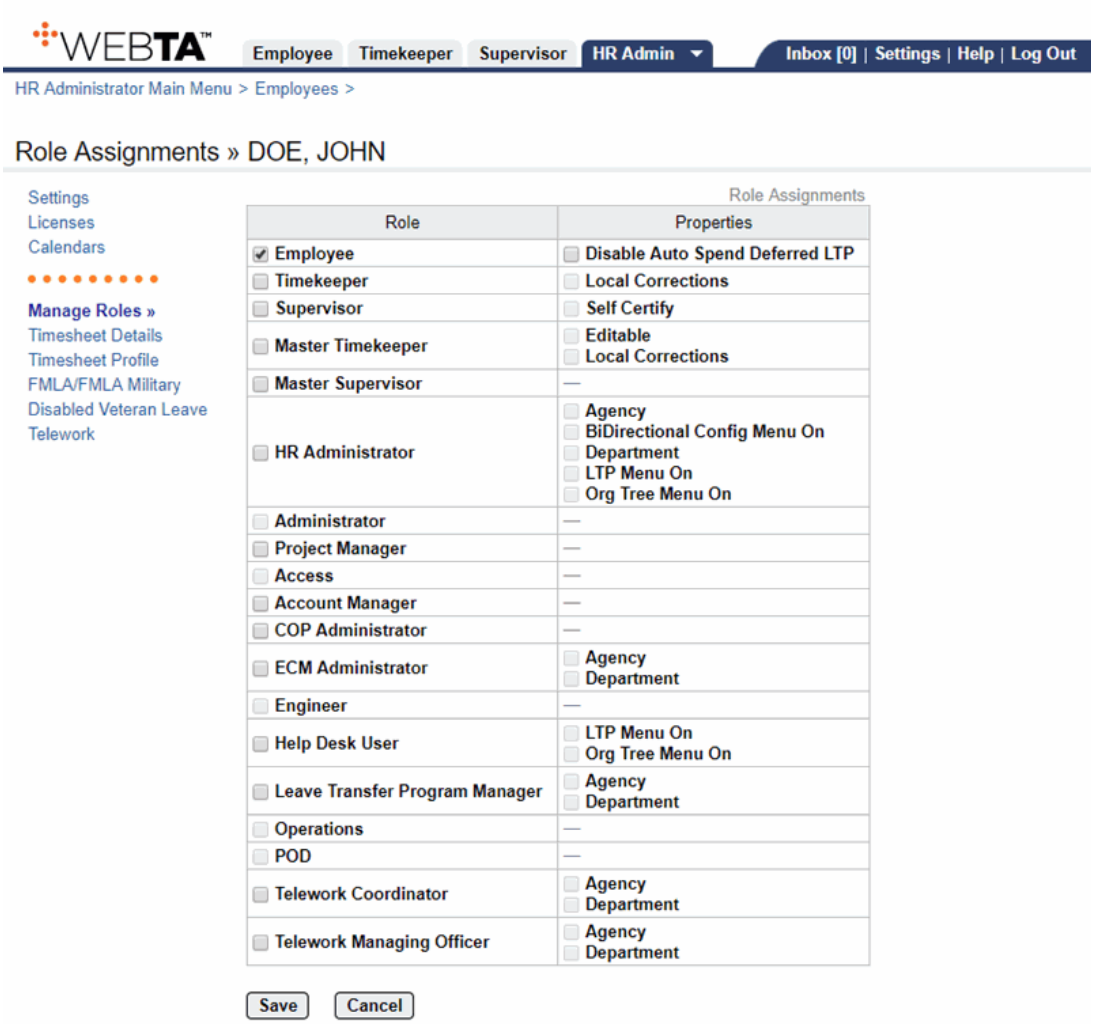

Figure 1: Role Assignments Page

The following roles are available in webTA 4.2:

Note: Access and specific properties of each role are determined by the selections made.

Employee

- Enters, edits, and submits timesheet.
- Sets up and modifies default schedule.
- Submits leave and premium pay requests to Supervisor.
- Views current and historical timesheet information.
- Generates a leave audit report.

- Submits requests and tasks to Timekeeper.

Note: The Disable Auto Spend Deferred LTP function prevents the Employee from using leave transfer program (LTP) hours that have been deferred.

Timekeeper

- Assigns accounting codes for Employee use.
- Selects and/or searches for an Employee record.
- Enters, edits, and validates timesheets data on behalf of assigned or delegated Employees.
- Reviews previously certified timesheet data.
- Manages an Employee's profile.

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Local Corrections function enables the Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Supervisor

- Selects and/or searches for an Employee record.
- Certifies timesheets before submitting to NFC.
- Reviews and approves or denies all leave and premium pay requests.
- Delegates supervisory role in the event of absence.
- Generates various reports.

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Self Certify function enables the Supervisor the ability to certify his or her own timesheet.

Master Timekeeper

The Master Timekeeper has the Timekeeper role access plus the following unless the **`Editable`** selection is removed:

Note: When the Master Timekeeper role is selected, the **`Editable`** selection is checked by default. If removed, the Master Timekeeper will have read only access to all Employees within their organization.

- Overrides timesheet validation errors, if applicable.

- Assigns schedule templates to assigned Agencies and POIs (personnel office identifiers).
- Assigns shifts to assigned Agencies and POIs.

Note: The Local Corrections function enables the Master Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Master Supervisor

The Master Supervisor has the Supervisor role access plus the following:

- Decertifies timesheets.
- Rejects timesheets.

Note: The Master Supervisor has access to all Employees within their organization.

HR Administrator

- Adds new employees, when required.

  Note: Employees should be loaded to webTA through the daily PPS feed from NFC.

- Provides administrative functions to manage Employees and leave transfer programs.
- Adds and edits Employee profiles and ensures records are processed for all Employees in an Agency.
- Manages Employee user accounts.
- Adds and edits user information.
- Generates reports.
- Includes the following function, if selected:
  - Agency - Enables the HR Administrator to edit all organizations and users under their assigned Agency. This function allows the HR Administrator read-only access to timesheet profiles and the bidirectional configuration settings located on the BiDirectional Configuration page.
  - BiDirectional Config Menu On - Enables the HR Administrator to access the BiDirectional Config menu, which includes daily, weekly, and global settings for updating Supervisor and Timekeeper assignments, specific leave types, and specific e-mail contact information. The HR Administrator must have the Department role function enabled in order to edit bidirectional configuration settings.

- Department - Enables the HR Administrator to access all organizations, Agencies, and users under the top-level organization. This function also allows the HR Administrator to edit timesheet profiles and, if properly licensed, edit the bidirectional configuration settings located on the Bidirectional Configuration page. If the Department function is enabled, the Associate Agencies with POIs option is included under the System Set Up section on the main menu.
- LTP Menu On - Enables the HR Administrator to access the Leave Transfer Program Management menu, which includes options to work with leave transfer program accounts, recipients, donations, and deductions.
- Org Tree Menu On - Enables the HR Administrator to access the Organization Management menu which includes options to add, move, edit, and delete organizations and sub-organizations.

Administrator

- NFC use only.

Project Manager

- Creates, modifies, and deactivates projects.
- Adds Employees to projects.
- Tracks hours charged to projects.

Access

- NFC use only.

Account Manager

- Enables and disables accounts.
- Enters account start and end dates.
- Filters accounts by fiscal year, program code, and function.
- Disables multiple fiscal year accounts at the same time.
- Reopens previously disabled codes.
- Generates reports.

COP (Continuation of Pay) Administrator

- Creates and manages COP accounts.

Configuration Manager

- NFC use only.

ECM (Emergency Contact Management) Administrator

- Accesses all organizations and users within an Agency.
- Accesses all organizations and users within a Department.
- Updates footer text that appears on the Employee's Emergency Contacts page.
- Generates reports.

Engineer

- NFC use only.

Help Desk User

- NFC use only.

Leave Transfer Program Manager

- Manages leave transfer recipient accounts based on level of responsibility (Department, Agency, POI).
- Creates and closes accounts.
- Reviews, approves, and/or denies leave donations from donors.
- Manages the leave transfer agreement disposal.
- Generates reports.

Operations

- NFC use only.

POD

- NFC use only.

Read Only

- NFC use only.

Telework Coordinator

- Reserved for future use.

Telework Managing Officer

- Reserved for future use.

Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

To Log In Using a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).
2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

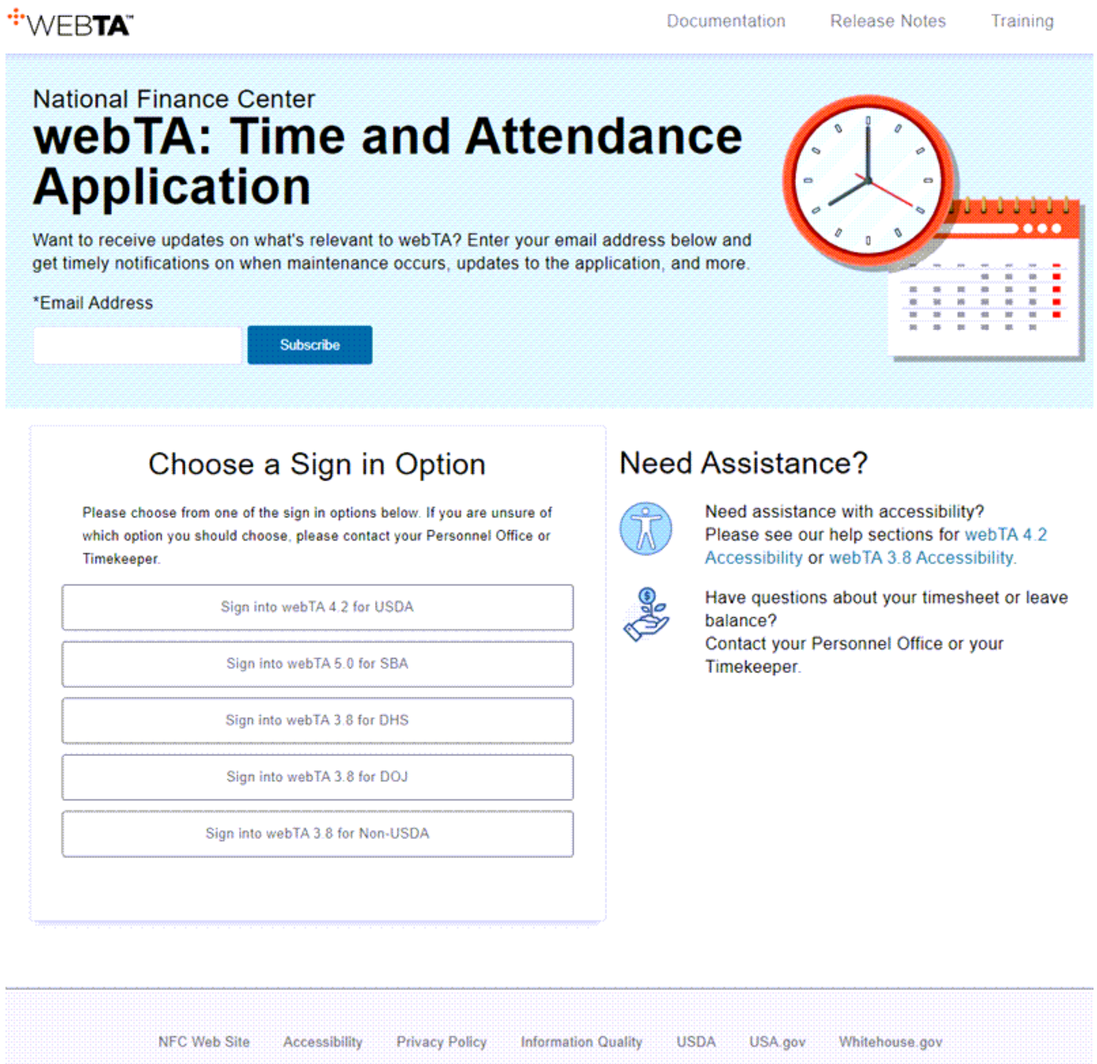

Figure 2: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

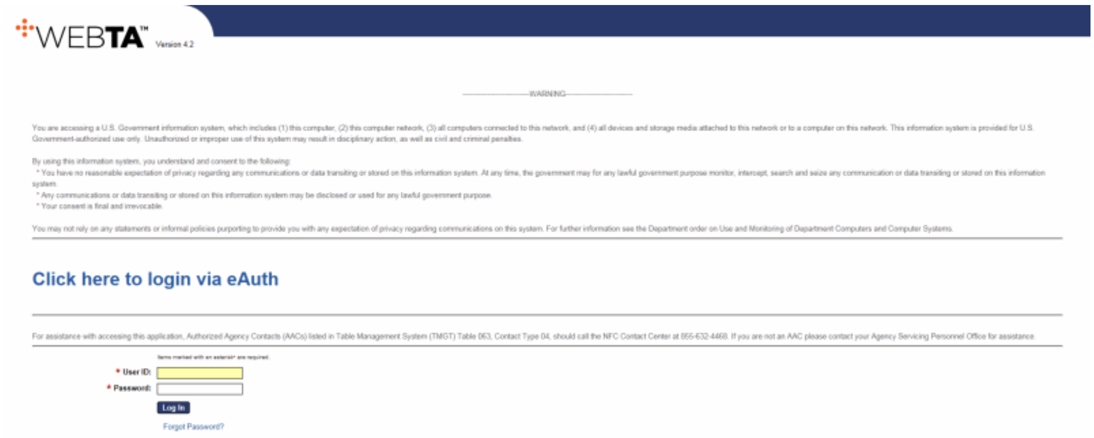

Figure 3: webTA Login Page

5. Complete the following fields:

   User ID (see "***User ID Field Instruction - webTA***" on page 334)

   Password (see "***Password Field Instruction - webTA***" on page 325)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication with PIV/CAC:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

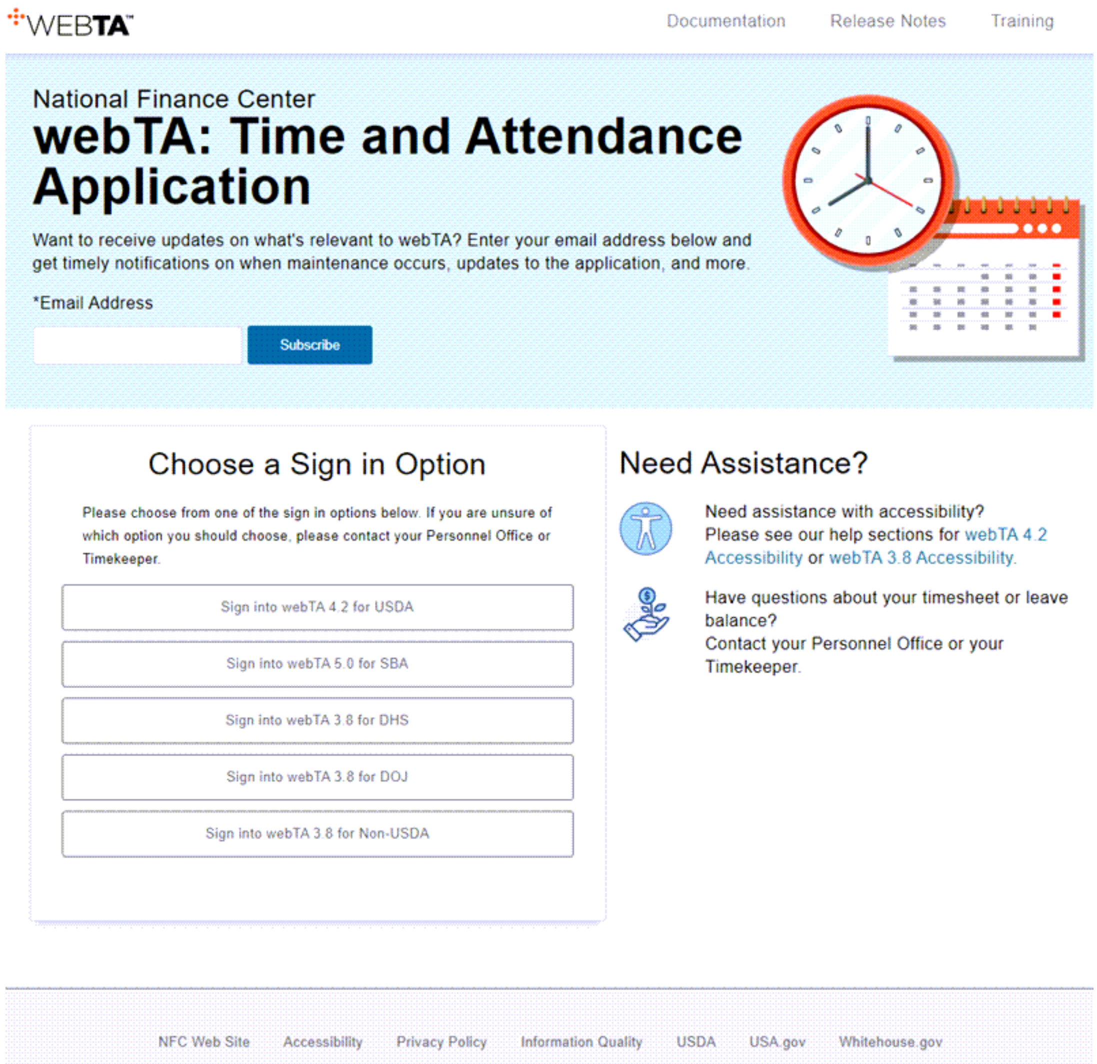

Figure 4: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

Figure 5: webTA Login Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

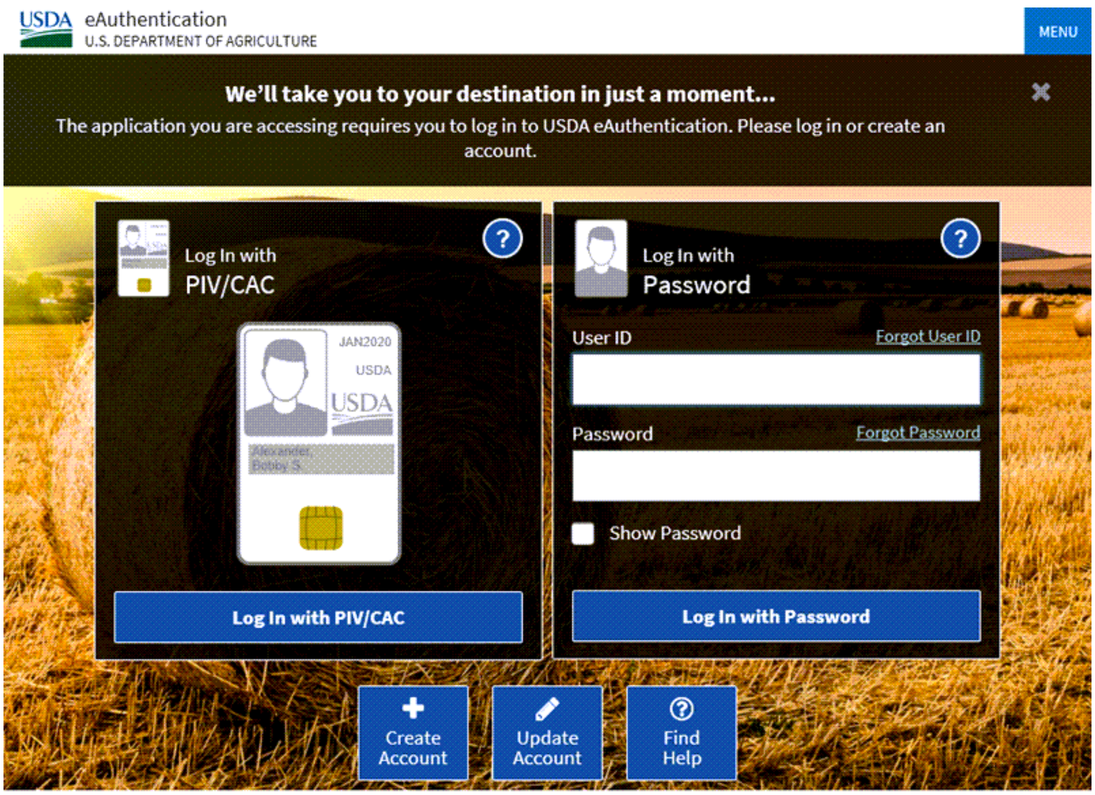

Figure 6: eAuthentication LogIn Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

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6. Select the **Log in with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.

7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the ***More choices*** option, select the correct credentials, then select the **OK** button.

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8. Enter your PIN.

9. Select the **OK** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication with a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** tab. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

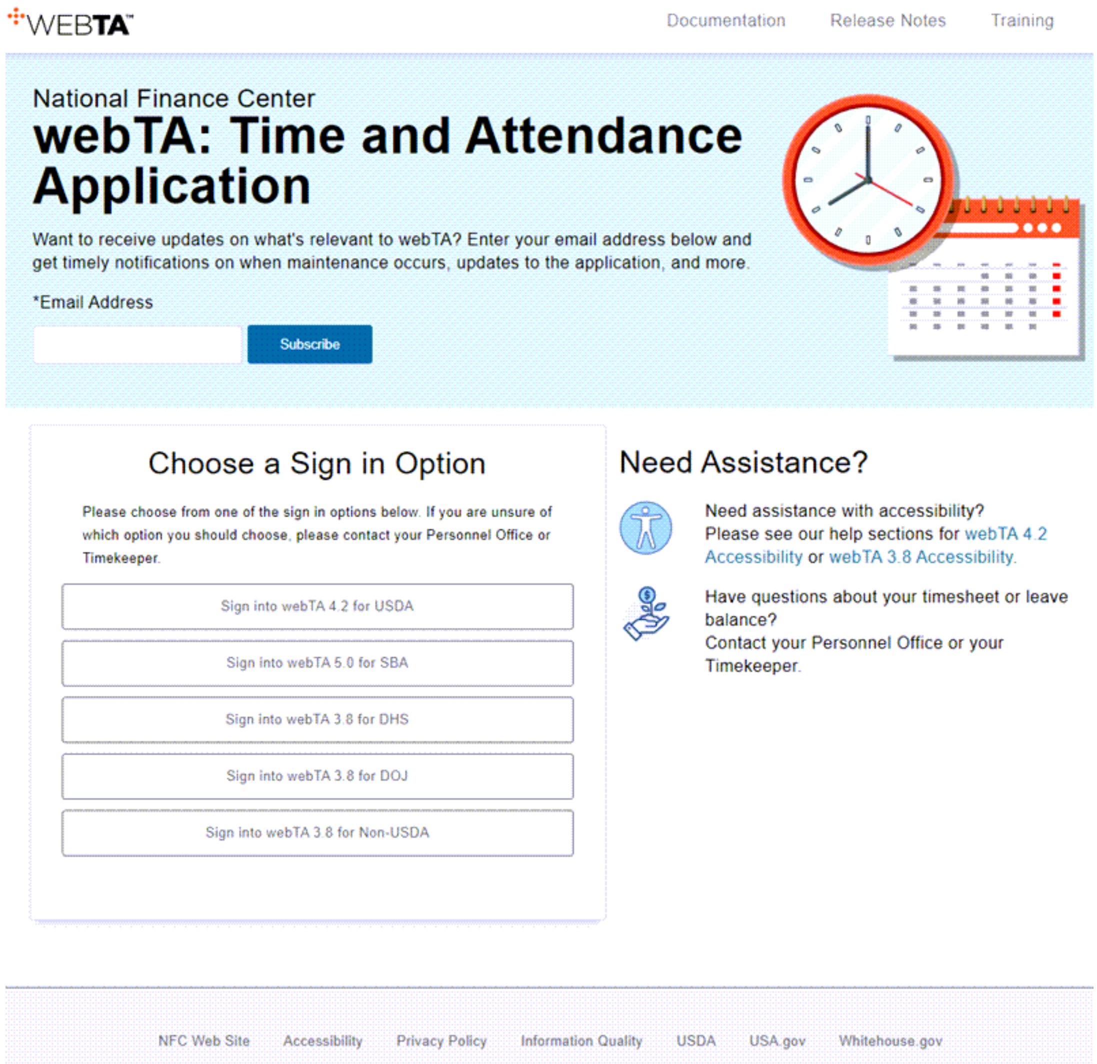


Figure 7: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

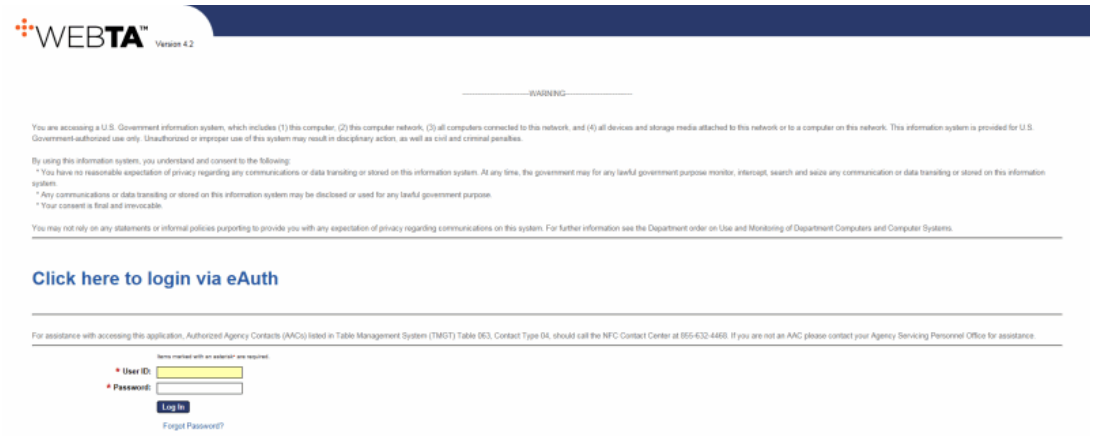


Figure 8: webTA Login Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

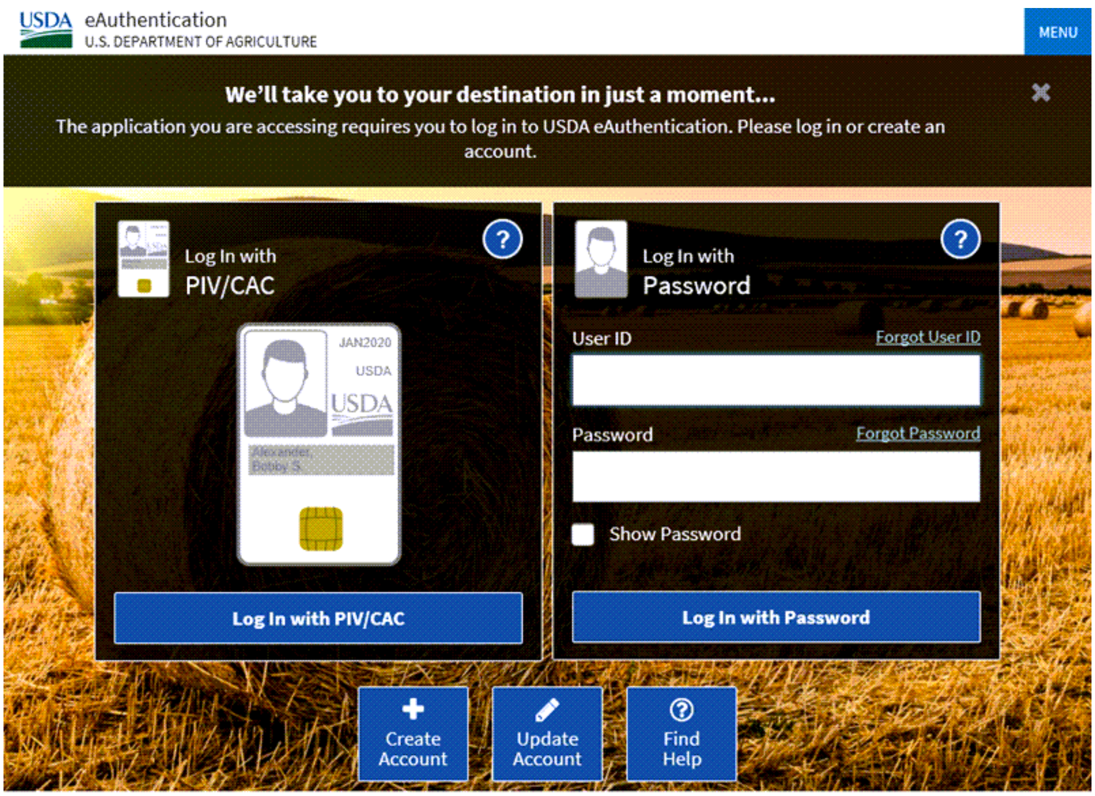


Figure 9: eAuthentication LogIn Page

6. Complete the following Log In with Password fields:

User ID (see "***User ID Field Instruction***" on page 334)

Password (see "***Password Field Instruction***" on page 324)

7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

Logging Out

To exit webTA, select the **Logout** link from any page.

Inbox

Inbox is available on the Timekeeper Main Menu to read system-generated messages, as well as messages from Supervisors and Employees. The number of messages in the Inbox is displayed in parentheses. For more information, see ***Sending Messages*** (on page 39).

Note: The Inbox is displayed with your highest level of access.

To View Messages in the Inbox:

1. Select the ***Inbox*** link on the Timekeeper Main Menu page. The Inbox - Messages page is displayed.

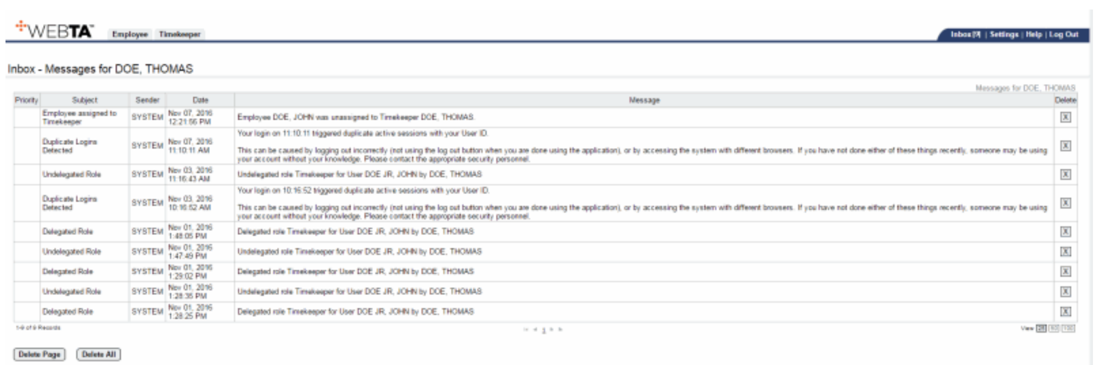


Figure 10: Inbox - Message Page

2. View the message(s) on the page.

Note: Messages marked with an exclamation point (!) indicate a high-priority message.

At this point, the following options are available:

Step	Description
Select the **X** in the Delete column	Deletes the individual message.
Select the **Delete Page** button	Deletes the entire page of messages.

Step	Description
Select the **Delete All** button	Deletes all messages in the Inbox.

3. Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.

Note: Sorting a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the header of the column to enable the arrow.

Equation 1: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

   OR

   Select the arrow to point up to sort the list in ascending order.

3. Select the **Cancel** button to return to Timekeeper Main Menu page.

Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also s print feature available.

To Access Help in webTA:

1. On any page in webTA, select the **Help** link. A Help page is displayed.

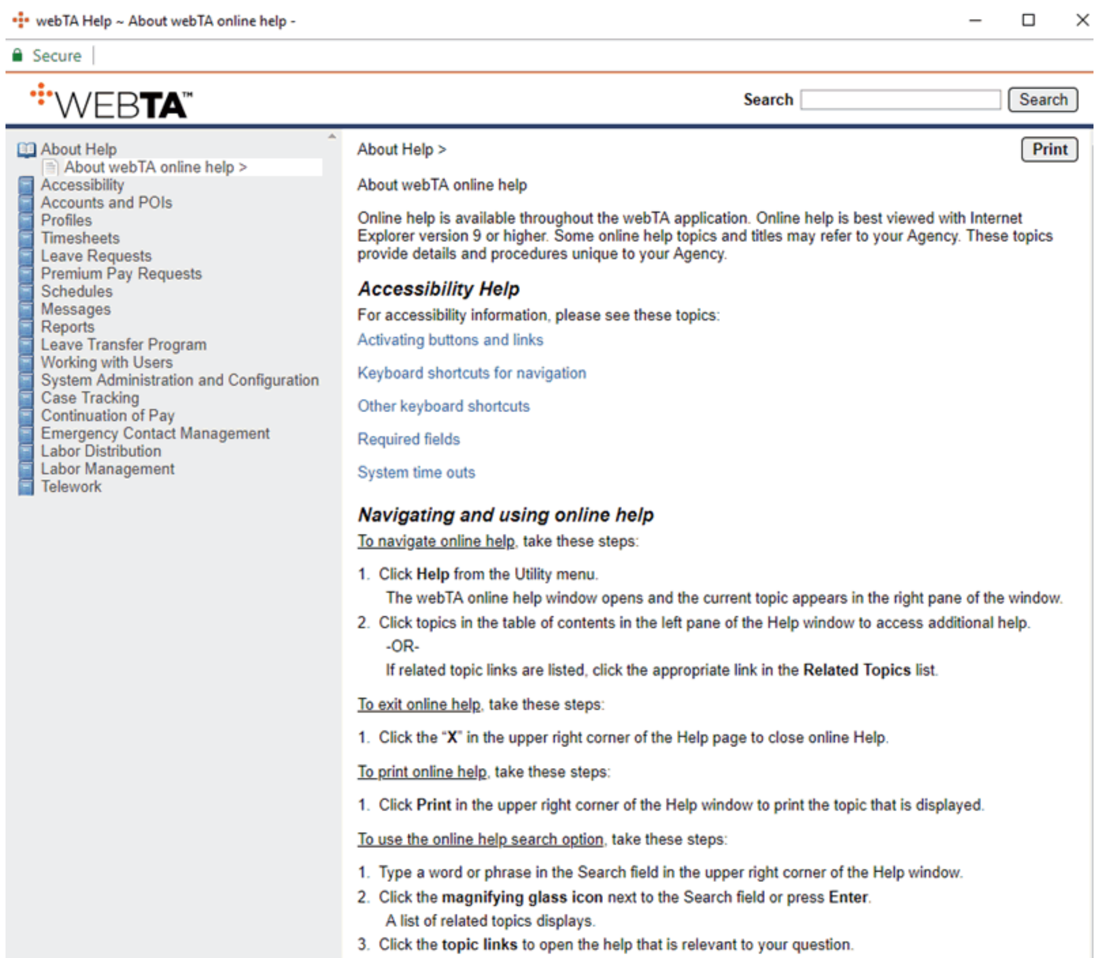


Figure 11: Example of a Help Page

2. Select the applicable topic form the sidebar menu.

   OR

   Enter search criteria in the Search field and select the **Search** button.

3. Select the **X** to close the Help page and return to the previous page.

Timekeeper

The Timekeeper Main Menu provides access to all T&A functions for the Timekeeper. Access is restricted to only those Employees who are assigned or delegated to the Timekeeper. Master Timekeepers have Agency-wide access to all Employees.

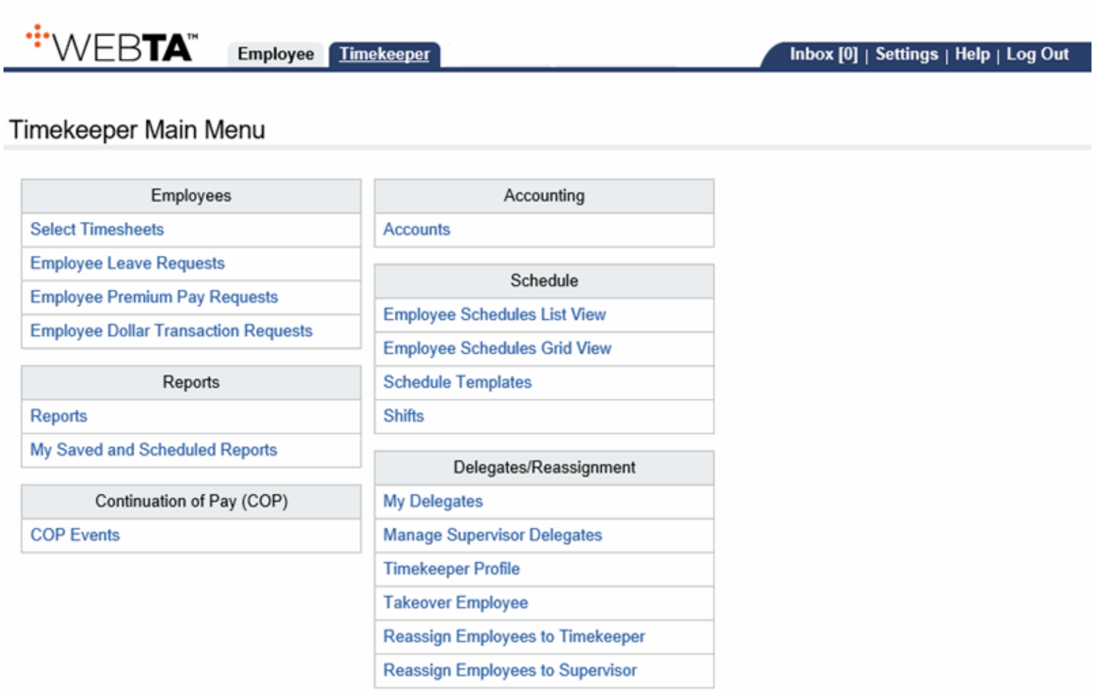


Figure 12: Timekeeper Main Menu Page

Timekeeper Profile

Timekeeper profiles contain Timekeeper contact information. The contact information is stored in the Timekeeper's assigned Employees' Timesheet Profile pages under the Pay Provider section.

To Edit a Timekeeper Profile:

1. Select the ***Timekeeper Profile*** link from the Delegates/Reassignment section on the Timekeeper Main Menu page. The Timekeeper Profile page is displayed.

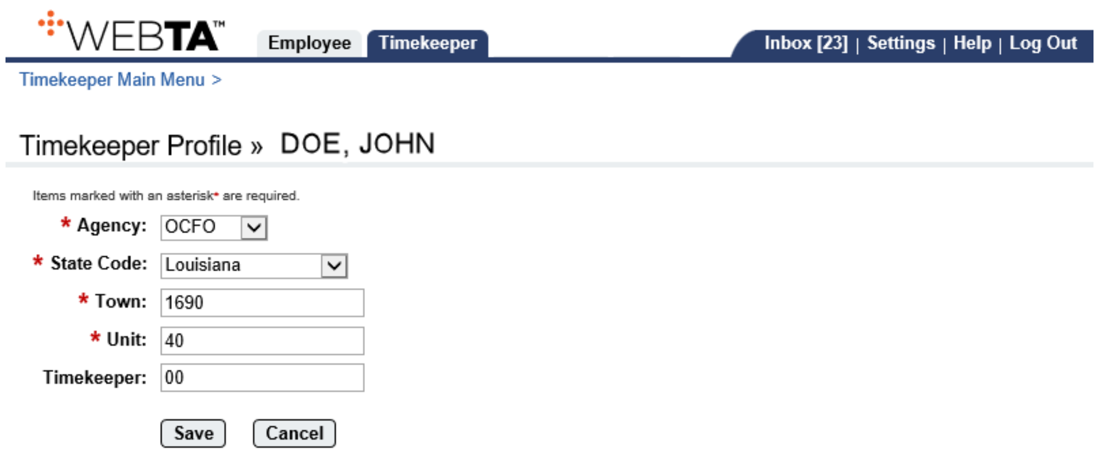


Figure 13: Timekeeper Profile Page

2. Edit the following fields, as applicable:

   Agency (see "***Agency Field Instruction (Required)***" on page 313)

   State Code (see "***State Code Field Instruction (Required)***" on page 328)

   Town (see "***Town Field Instruction (Required)***" on page 332)

   Unit (see "***Unit Field Instruction (Required)***" on page 333)

   Timekeeper (see "***Timekeeper Field Instruction - Profile***" on page 331)

3. Select the **Save** button. The message, *Timekeeper profile saved*, is displayed.

4. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Selecting Timesheets

The Select Timesheets page lists the Timekeeper's assigned Employees, provides search and filter capabilities, and provides access to the Select Action menus.

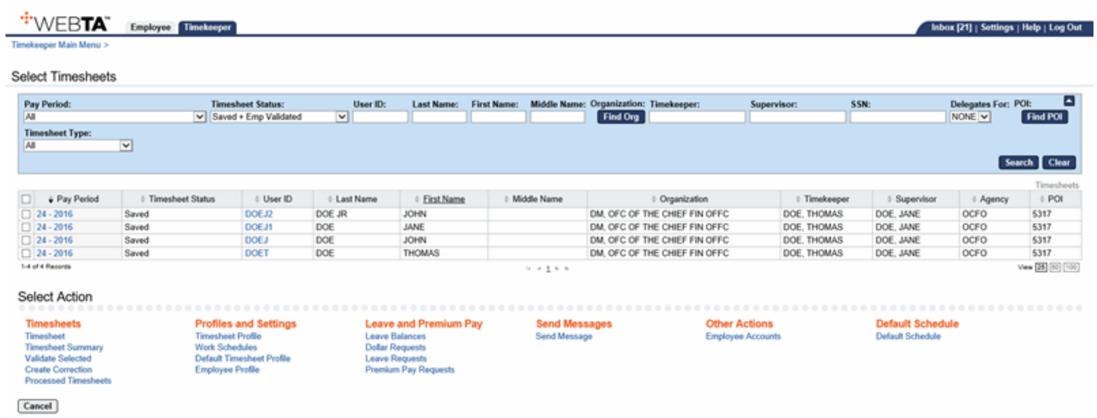


Figure 14: Select Timesheets Page

The following search criteria options are available on the Select Timesheets page:

- Pay Period - Used to search for a specific pay period or all pay periods.
- Timesheet Status - Used to search for Employee records with a specific timesheet status. Valid values are:
  - **`All`** - Displays all timesheets that are not processed for every pay period, if **`All`** pay periods and **`All`** timesheets statuses are selected.

    OR

    Displays all timesheets (including processed timesheets) if a specific pay period and **`All`** timesheet statuses are selected.
  - **`Saved`** - Displays timesheets that have been saved.
  - **`Pending Attestation`** - Displays timesheets that have not been validated by the Employee.
  - **`All Validated`** - Displays timesheets that have been validated by Employees and Timekeepers.
  - **`Validated by Employee`** - Displays timesheets that have been validated by Employees.
  - **`Validated by Timekeeper`** - Displays timesheets that have been validated by Timekeepers.

- **`Validated by Master Timekeeper`** - Displays timesheets that have been validated by Master Timekeepers.
- **`Validation Overridden`** - Displays timesheets that have had validation overrides.
- **`Certified and Pre-processed`** - Displays timesheets that have been validated, certified, and are ready for the build file.
- **`Processed`** - Displays timesheets that have been processed for pay for a specific pay period.

Note: You must select a specific pay period from the Pay Period drop-down list. If you select **`All`** pay periods and **`Processed`** timesheet status, no results are displayed and the message, *ALERT: Must choose a pay period for processed timesheets*, is displayed.

- **`Saved + Emp Validated`** - Displays timesheets that have been saved and validated by Employees.
- **`Saved + All Validated`** - Displays timesheets that have been saved and validated.

- User ID - Used to search by user ID.
- Last Name - Used to search by the Employee's last name.
- First Name - Used to include the Employee's first name.
- Middle Name - Used to include the Employee's middle name, if applicable.
- Organization - Used to search for Employees assigned to a specific Organization or Agency.

Note: You must select the **Find Org** button to view a list of available Organizations or Agencies.

- Timekeeper - Used to search for Employees assigned to a specific Timekeeper.
- Supervisor - Used to search for Employees assigned to a specific Supervisor.
- SSN - Used to search by Social Security number (SSN).
- Delegates For - Used to include delegated Employees in the search criteria.
- POI - Used to search for a specific POI.

Note: You must specify an Agency (select **Find Org**) before you can select a POI. Select the **Find POI** button to search for a specific POI.

- Timesheet Type. Used to search for timesheets with a specific status. Valid values are:
  - **`All`**. Displays both corrected and regular timesheets.
  - **`Correction`**. Displays corrected timesheets.

- `Regular`. Displays regular timesheets.
- `Invalid Timesheet Profile`. Displays Employees with an incomplete timesheet profile.
- `On Hold`. Displays timesheets that have been placed on hold. If the `On Hold` option is checked on the Timesheet Profile page, the Employee's timesheet is not transmitted to NFC for processing. Users can save changes to timesheets that are `On Hold`, but the timesheet cannot be validated or processed.

The following links may be accessed from the Select Timesheets page:

- Timesheet
- Timesheet Summary
- Validate Selected
- Create Correction
- Processed Timesheets
- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile
- Leave Balances
- Dollar Requests
- Leave Requests
- Premium Pay Requests
- Send Message
- Employee Accounts
- Default Schedule

The following pages may be accessed by selecting a link on the Select Timesheets page:

- Timesheet
- Timesheet Summary
- Timesheet Validation
- Create Correction
- Processed Timesheets

- Timesheet Profile
- Schedule Assignment
- Timesheet Profile
- Employee Profile
- Leave Balances
- Dollar Transaction Requests - Current
- Leave Requests
- Premium Pay Requests
- Send Message
- Accounts for
- Default Schedule

Sending Messages

Timekeepers may send messages within webTA to one or more Employees from the Select Timesheets page.

To Send a Message to an Employee:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

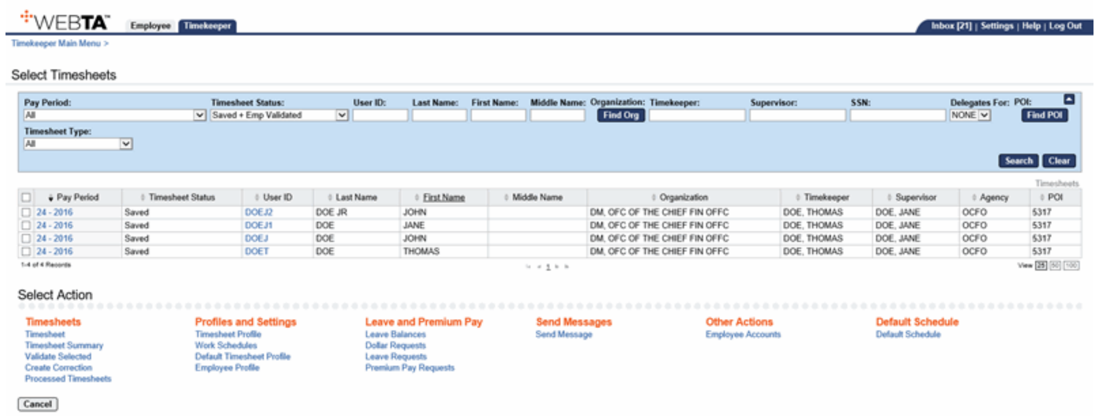


Figure 15: Select Timesheets Page

2. Select the name(s) of the applicable Employee(s).

3. Select the ***Send Message*** link from the Send Messages action menu in the Select Action section. The Send Message page is displayed with the name(s) of the selected Employee(s) populated in the Recipients field.

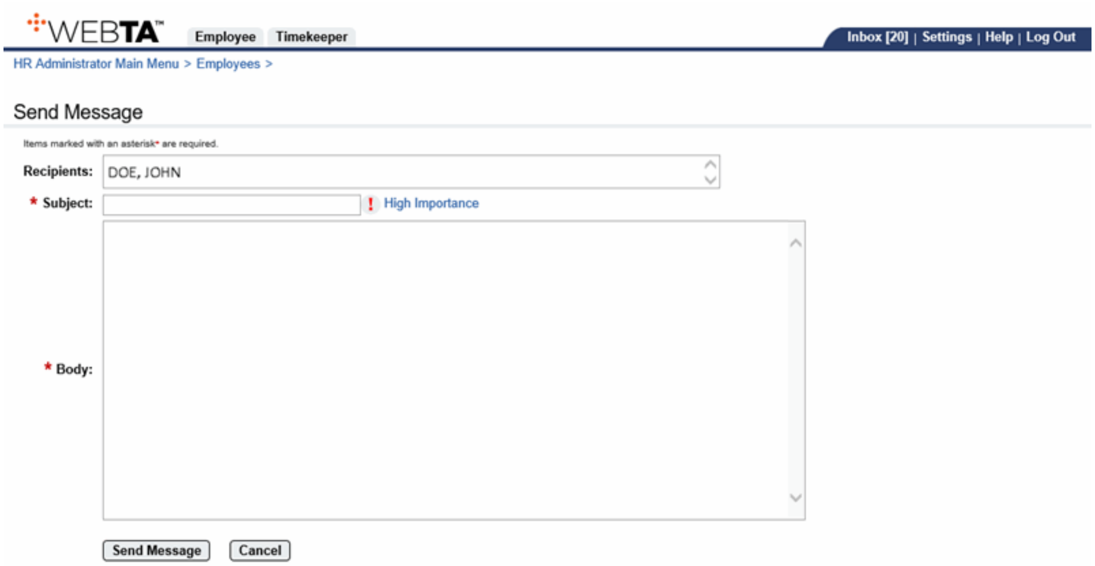


Figure 16: Send Message Page

4. Complete the following fields:

   Subject (see "***Subject Field Instruction (Required)***" on page 329)

   Body (see "***Body Field Instruction (Required)***" on page 314)

5. Select the **Send Message** button. A confirmation message is displayed, and the message is routed to the webTA Inbox of the applicable Employee(s).

6. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Accounting Codes

Timekeepers are allowed to add existing accounting codes to their list of active accounting codes, delete accounting codes from their list, add new accounting codes for use by their Employees, and change accounting code descriptions.

Accounting Codes established in FMMI come across on a nightly feed from NFC. If a Timekeeper adds an accounting code that has not been established in FMMI, it will fail validation edits.

Note: If a Timekeeper adds or changes an accounting code description, it changes the description on all timesheets using that accounting code.

This section includes the following topics:

Get Account

Timekeepers are allowed to add accounting codes for use on the timesheets of their assigned and delegated Employees.

To Add an Existing Account to the My Timekeeper Accounts Page:

1. Select the ***Accounts*** link from the Accounting section on the Timekeeper Main Menu page. The My Timekeeper Accounts page is displayed listing available accounting codes.

Note: The fields on the page may differ based on Agency requirements.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates drop-down list and select the **Switch** button. The My Timekeeper Accounts page for the selected Timekeeper is displayed.

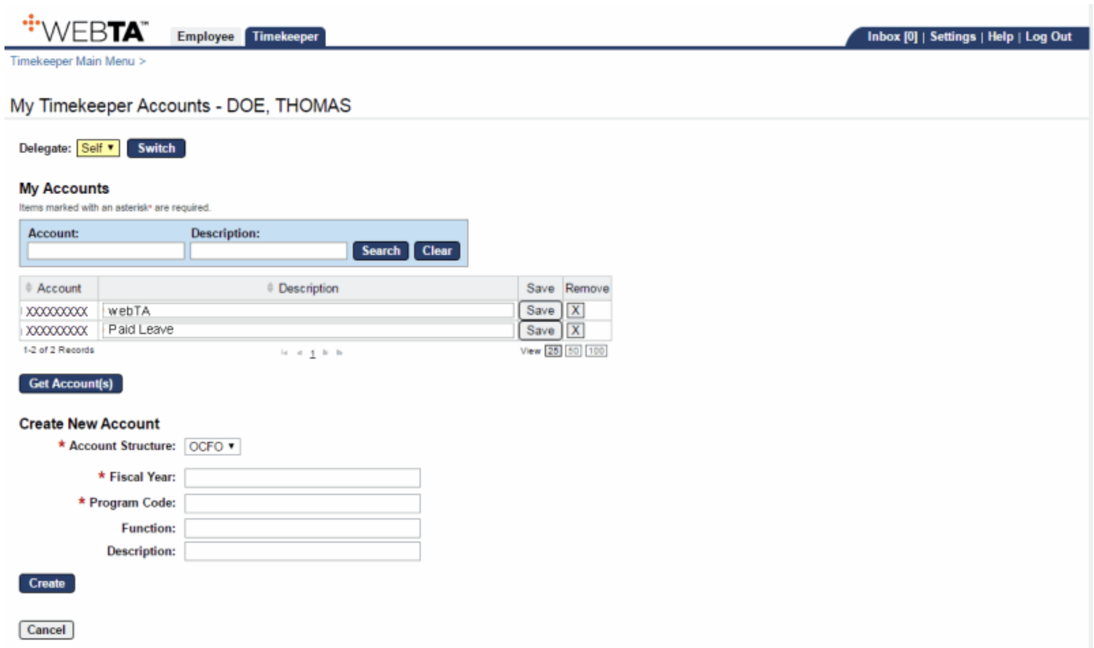


Figure 17: My Timekeeper Accounts Page

2. Select the **Get Account(s)** button. The Select Accounts page is displayed.

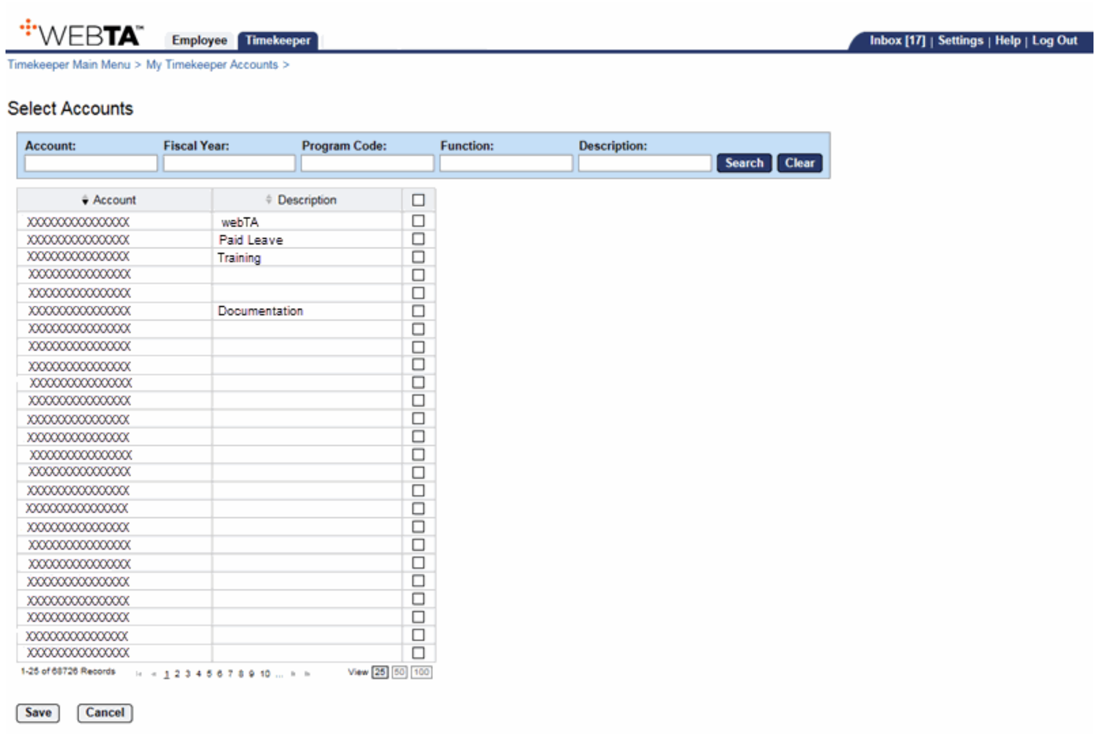


Figure 18: Select Accounts Page

3. Select the accounting code to add.

   OR

   Complete the Search criteria and select the **Search** button.

4. Select the **Save** button. The My Timekeeper Accounts page is displayed with the new accounting added, and a message stating that the accounting was successfully added.

5. Select the **Cancel** button to return to the Timekeeper Main Menu page.

New Accounts

After a Timekeeper adds a new accounting code, the code is available for Employees to add to the accounting code list. Timekeepers are allowed to perform this function for other Timekeepers for whom they are Delegates.

To Create a New Account:

1. Select the ***Accounts*** link from the Accounting section on the Timekeeper Main Menu page. The My Timekeeper Accounts page is displayed listing available accounting codes.

Note: The fields on the page may differ based on Agency requirements.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates drop-down list and select the **Switch** button. The My Timekeeper Accounts page for the selected Timekeeper is displayed.

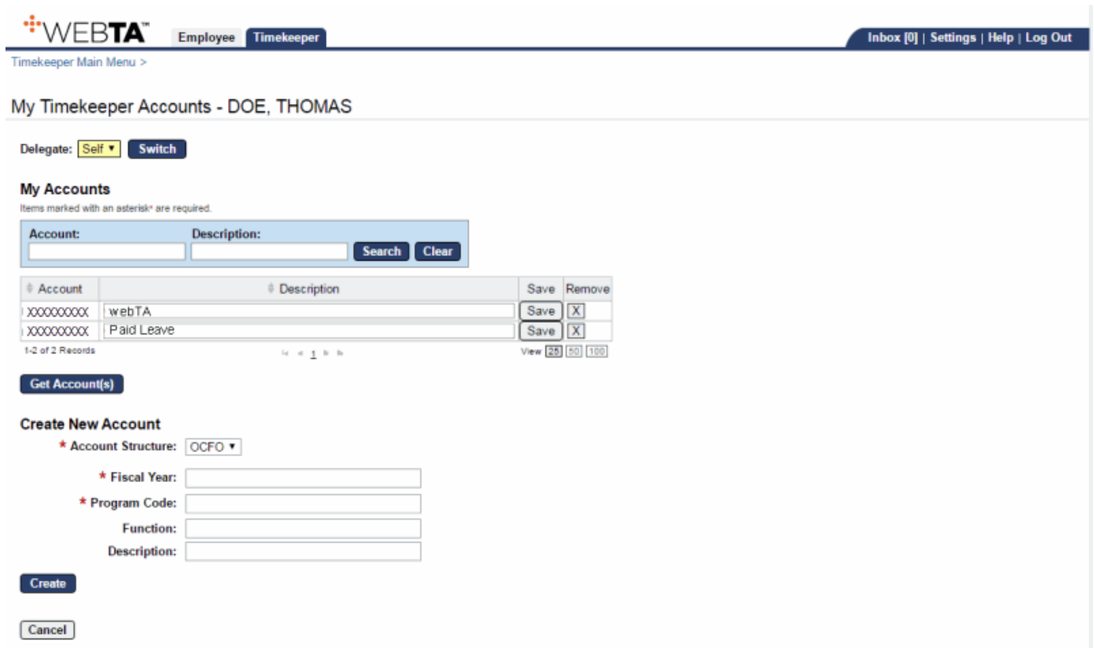


Figure 19: My Timekeeper Accounts Page

2. Complete the following fields in the Create New Account section:

   Account Structure (see "***Account Structure Field Instruction (Required)***" on page 312)

   Fiscal Year (see "***Fiscal Year Field Instruction (Required)***" on page 319)

   Program Code (see "***Program Code Field Instruction (Required)***" on page 325)

   Function (see "***Function Field Instruction***" on page 319)

   Description (see "***Description Field Instruction***" on page 315)

3. Select the **Create** button. The new accounting added is listed, and a message stating that the accounting was successfully added is displayed.

4. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Employee Profile

The Employee Profile page contains an Employee's personal information. While most fields on this page are updated by PPS feeds, some may be updated by the Timekeeper and Master Timekeeper. An Employee's profile settings are displayed on the Employee Profile page.

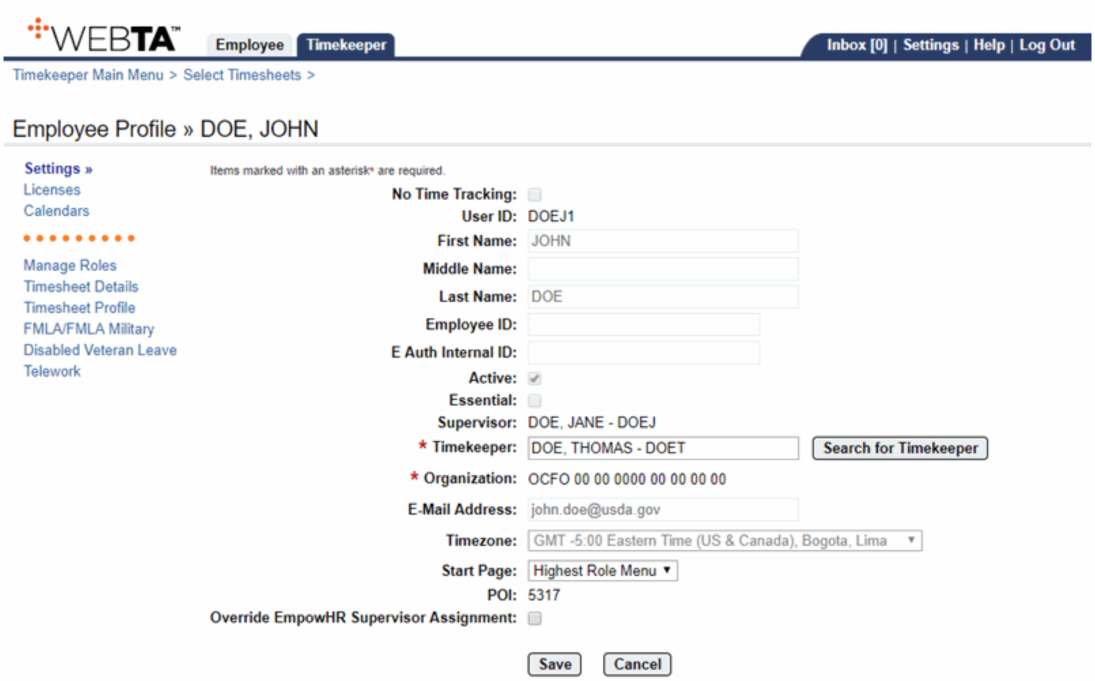


Figure 20: Employee Profile Page

Other pages that are available from the Employee Profile page include:

- Licenses - Displays which webTA licenses the Employee may use. This is a view-only page. For more information, see ***Licenses*** (on page 57).
- Calendars - Displays which calendar(s) are assigned to the Employee. This is a view-only page. For more information, see ***Calendars*** (on page 61).
- Manage Roles - Displays the Employee's assigned roles. This is a view-only page. For more information, see ***Manage Roles*** (on page 65).
- Timesheet Details - Displays the Employee's Timesheet Details. For more information, see ***Timesheet Details*** (on page 69).
- Timesheet Profile - Displays the Employee's Timesheet Profile. For more information, see ***Timesheet Profile*** (on page 83).
- FMLA/FMLA Military - Displays the Employee's Family and Medical Leave Act (FMLA)/FMLA Military information, if applicable. For more information, see ***FMLA/FMLA Military*** (on page 73).

- Disabled Veteran Leave - Displays the Employee's Disabled Veteran Leave information, if applicable. For more information, see ***Disabled Veteran Leave*** (on page 79).
- Telework - Reserved for future use.

This section includes the following topics:

Settings

The Employee Profile page displays the Employee's Profile Settings. Timekeepers may view an Employee's Profile Settings but are only allowed to edit the following fields:

- Timekeeper - Used to change an Employee's Timekeeper.
- Start Page - Used to determine which main menu is displayed when a user with multiple roles logs on. Each assigned role will be displayed in the drop-down list, along with the Highest Role Menu selection.
- Override EmpowHR Supervisor Assignment - Used to retain the webTA selected Supervisor and ensure that the selection will not be overwritten by the daily EmpowHR feed.

To View an Employee's Settings:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

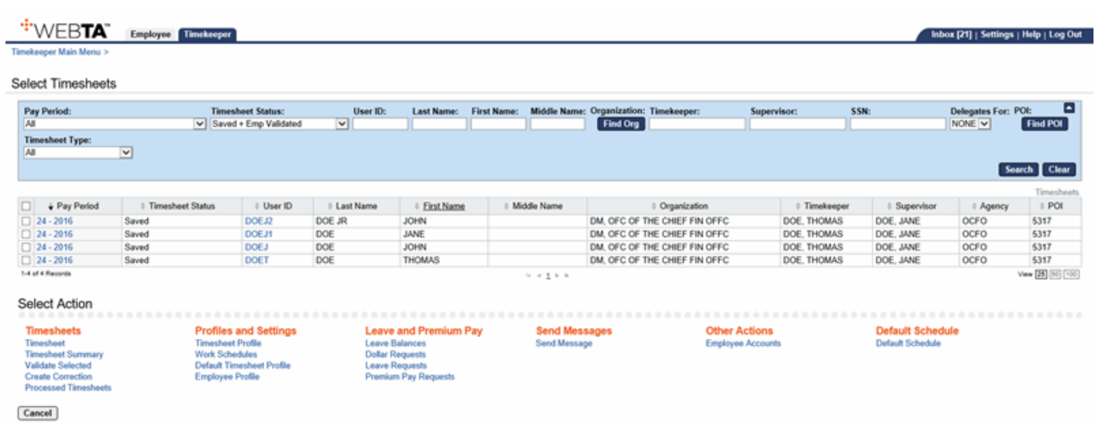


Figure 21: Select Timesheets Page

> Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

2. Select the applicable Employee.

3. Select the Employee Profile link from the action menu on the Profiles and Settings section. The Employee Profile page for the selected Employee is displayed.

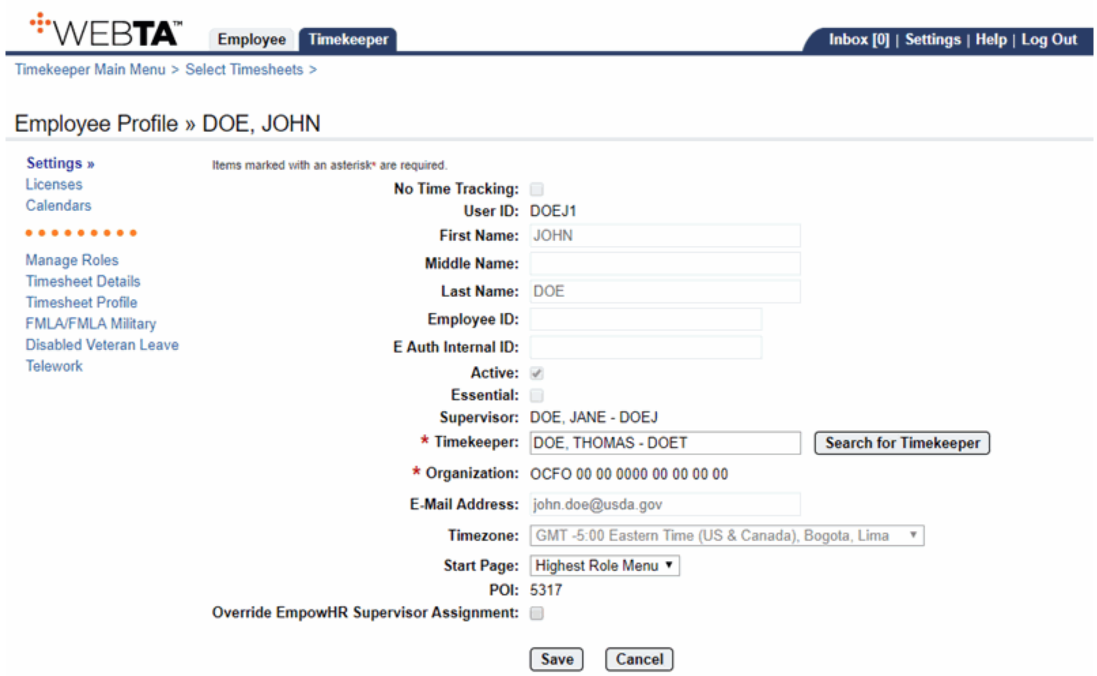


Figure 22: Employee Profile Page

The Employee Profile page displays the Employee's profile Settings. The following fields are displayed:

No Time Tracking (see "***No Time Tracking Field Description***" on page 323)

User ID (see "***User ID Field Description***" on page 334)

First Name (see "***First Name Field Description***" on page 318)

Middle Name (see "***Middle Name Field Description***" on page 322)

Last Name (see "***Last Name Field Description***" on page 320)

Employee ID (see "***Employee ID Field Description***" on page 316)

E Auth Internal ID (see "***E Auth Internal ID Field Description***" on page 316)

Active (see "***Active Field Description***" on page 313)

Essential (see "***Essential Field Description***" on page 318)

Supervisor (see "***Supervisor Field Description***" on page 330)

Timekeeper (see "***Timekeeper Field Description***" on page 331)

Organization (see "***Organization Field Description (Required)***" on page 324)

E-Mail Address (see "***E-Mail Address Field Description***" on page 316)

Timezone (see "***Timezone Field Description***" on page 331)

Start Page (see "***Start Page Field Description***" on page 327)

POI (see "***POI Field Description***" on page 325)

Override EmpowHR Supervisor Assignment (see "***Override EmpowHR Supervisor Assignment Field Description***" on page 324)

This section includes the following topics:

Changing an Employee's Timekeeper

Timekeepers are allowed to change an Employee's Timekeeper.

To Change an Employee's Timekeeper:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

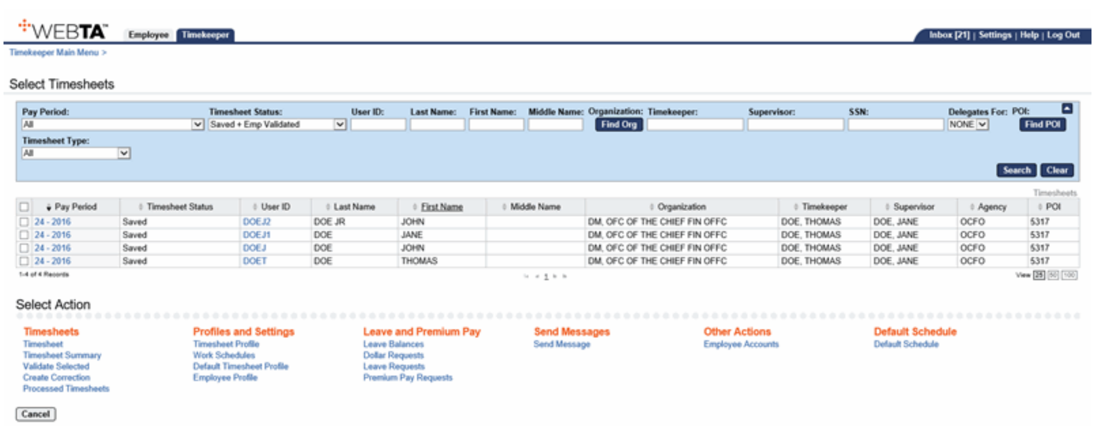


Figure 23: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

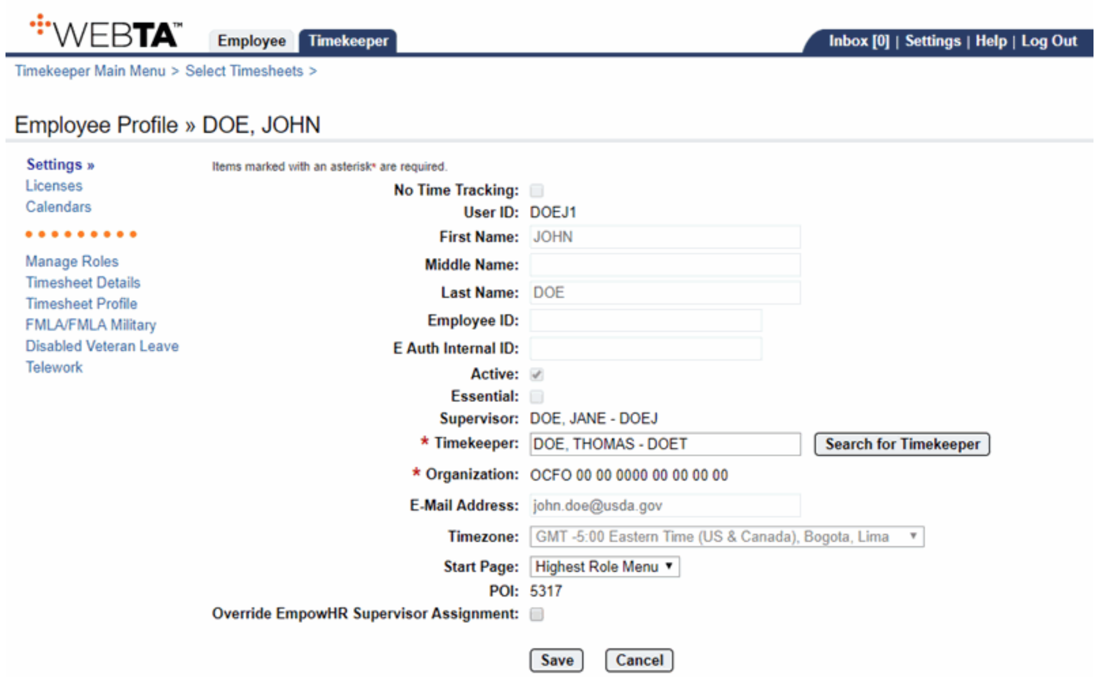


Figure 24: Employee Profile Page

4. Select the **Search for Timekeeper** button. The Select User - Timekeeper page is displayed listing available Timekeepers.

Figure 25: Select User - Timekeeper for Page

5. Select the **Select** button adjacent to the applicable Timekeeper, if listed. The selected Timekeeper populates to the Timekeeper field on the Employee Profile page.

   OR

   Enter the Timekeeper's name and select the **Search** button. Select the **Select** button adjacent to the Timekeeper's name. The selected Timekeeper populates to the Timekeeper field on the Employee Profile page.

6. Select the **Cancel** button to return to the previous page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Changing an Employee's Start Page Display

The Start Page selected determines which main menu is displayed when a user with multiple roles logs on. Each assigned role will be displayed in the drop-down list, along with the Highest Role Menu selection. The **`Highest Role Menu`** is the default setting.

To Change an Employee Start Page Display:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

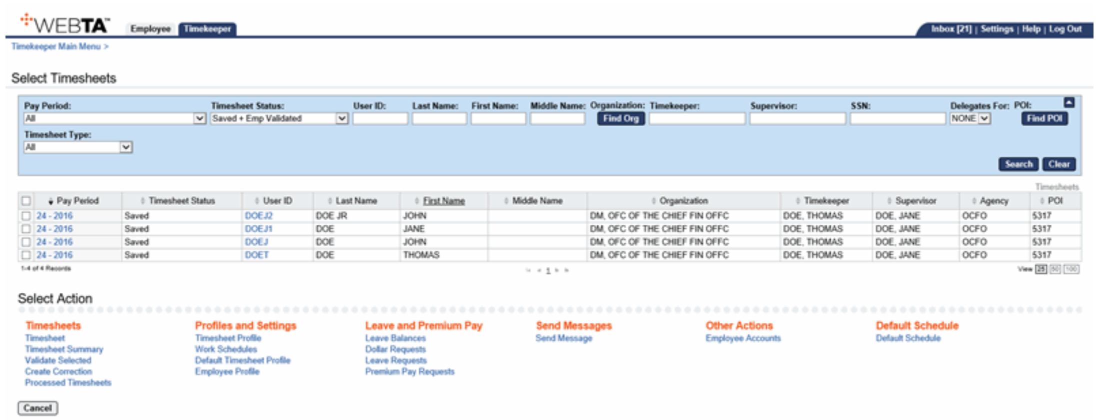


Figure 26: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

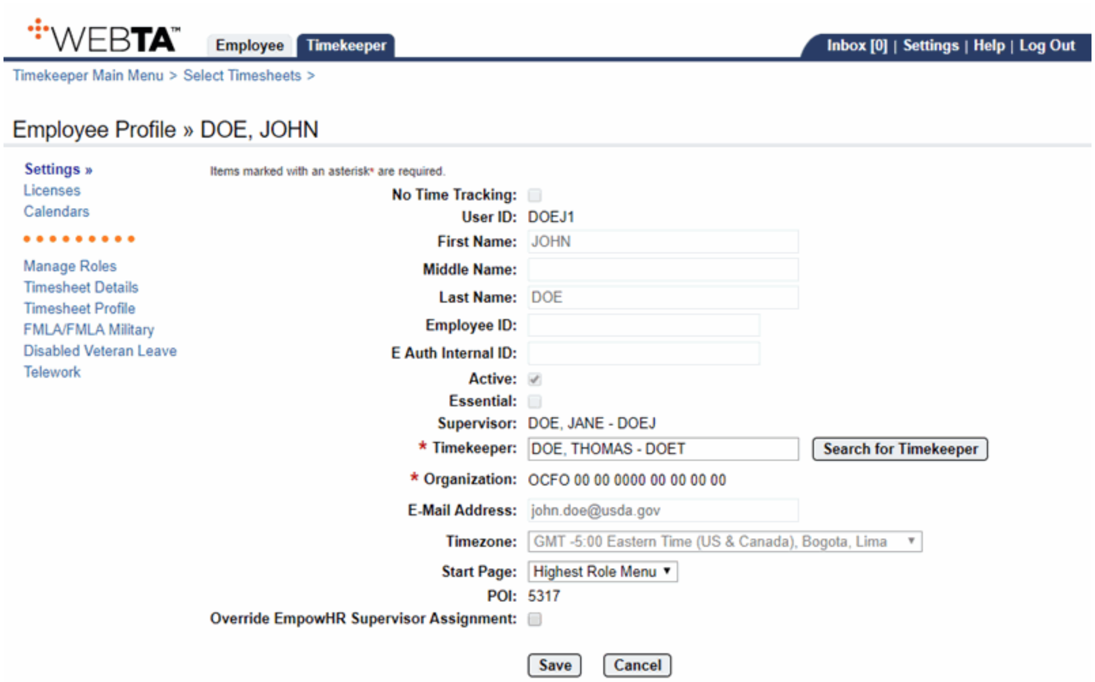


Figure 27: Employee Profile Page

4. Select the applicable start page setting from the drop-down list.

5. Select the **Save** button. The message, *Employee Profile successfully saved*, is displayed.

6. Select the **Cancel** button to return to the previous page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Overriding the EmpowHR Supervisor Assignment

The Override EmpowHR Supervisor Assignment function is used to prevent the nightly EmpowHR feed from overriding the webTA assigned Supervisor. Both the Timekeeper and Master Timekeeper can activate the Override EmpowHR Supervisor Assignment.

To Override the EmpowHR Supervisor Assignment:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

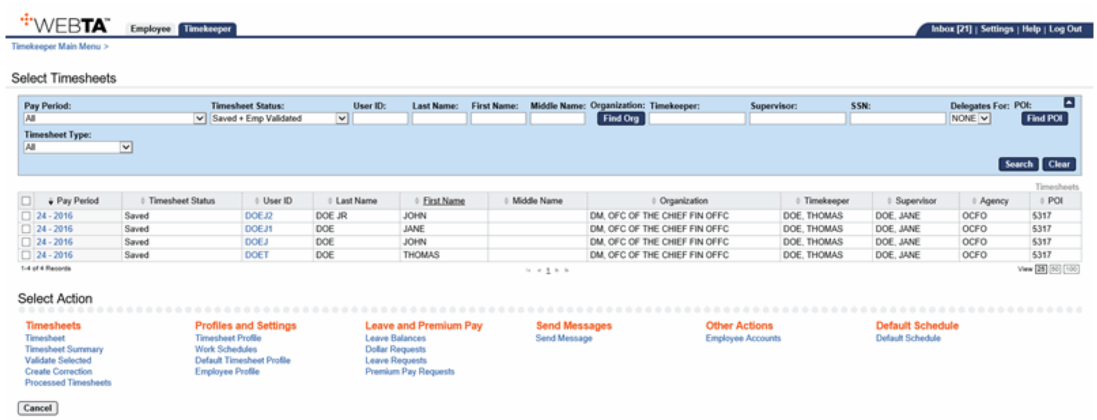


Figure 28: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

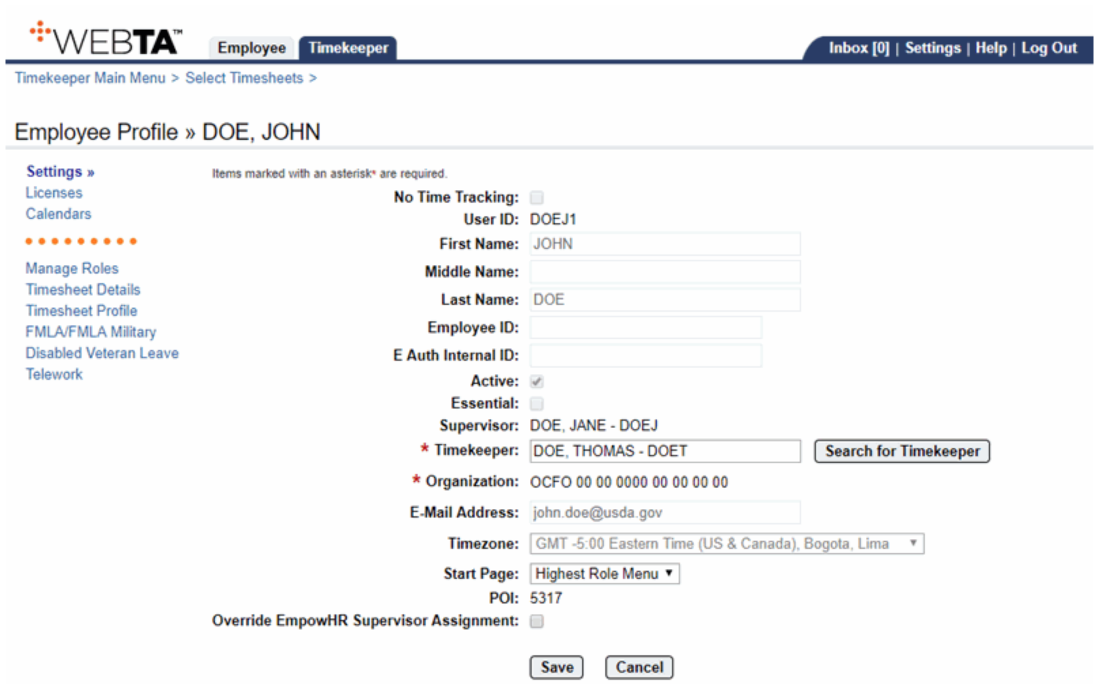


Figure 29: Employee Profile Page

4. Select the ***Overrride EmpowHR Supervisor Assignment*** check box.

5. Select the **Save** button. The message, *Employee Profile successfully saved*, is displayed.

6. Select the **Cancel** button to return to the previous page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Licenses

The Licenses page determines which webTA licenses the Employee may use. This page is view only for Timekeepers, but Master Timekeepers may edit it.

To View an Employee's Assigned Licenses:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

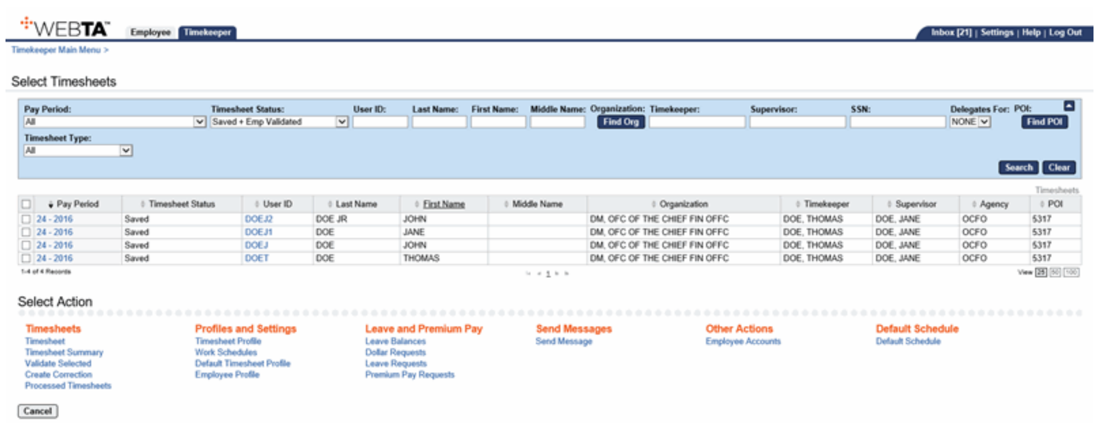


Figure 30: Select Timesheets Page

2. Select the applicable Employee.

3. Select the Employee Profile link from the action menu on the Profiles and Settings section. The Employee Profile page for the selected Employee is displayed.

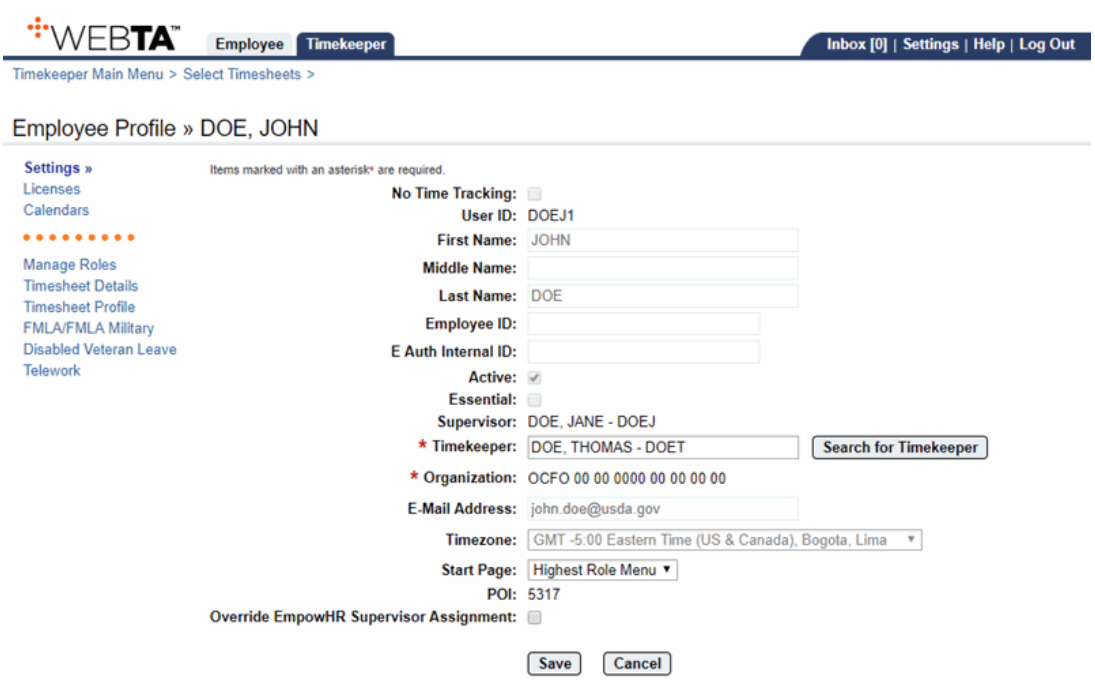


Figure 31: Employee Profile Page

4. Select the ***Licenses*** link from the sidebar menu. The Licenses page is displayed.

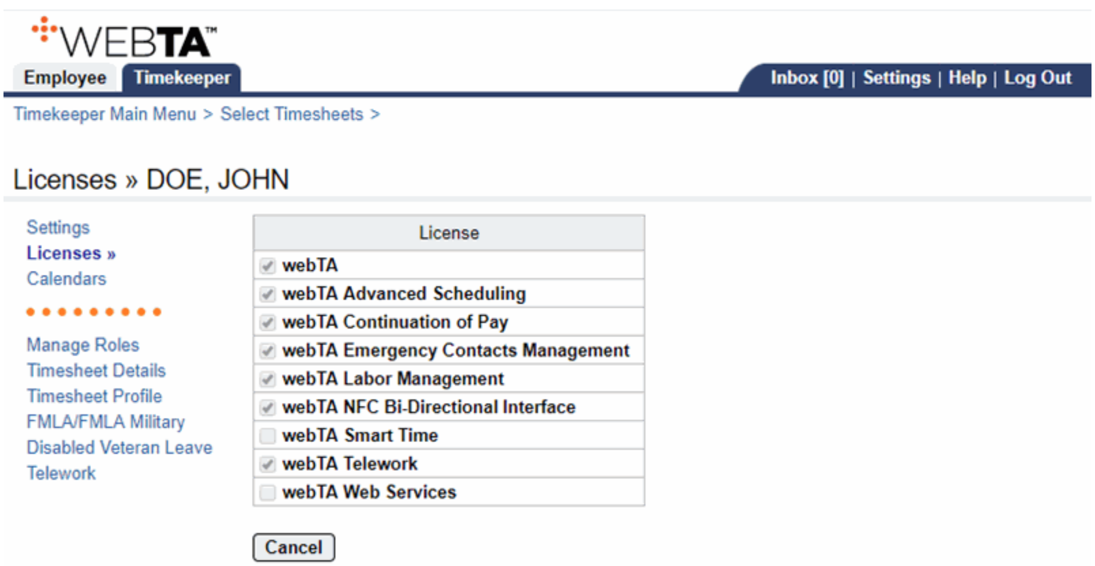


Figure 32: Licenses Page

5. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Calendars

The Calendars page is used to view the calendars assigned to an Employee. This page is view only for Timekeepers. Only an HR Administrator can assign or remove calendar assignments.

To View an Employee's Calendars:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

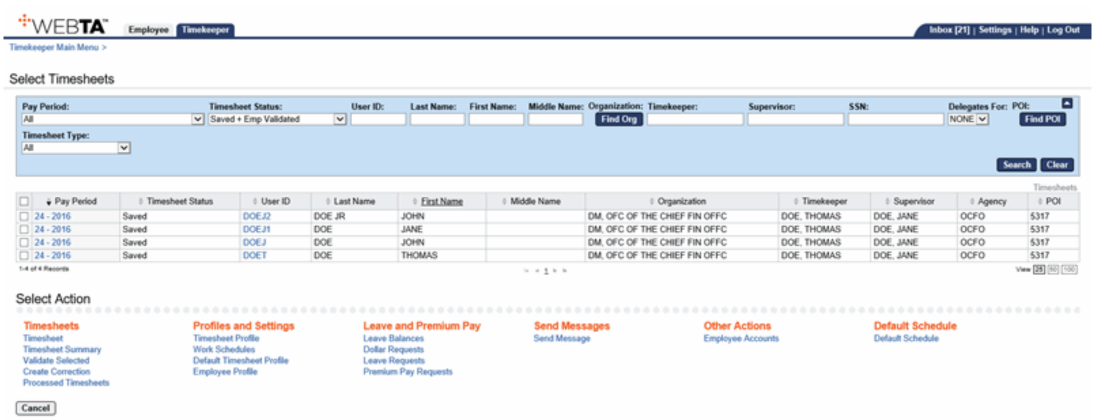


Figure 33: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

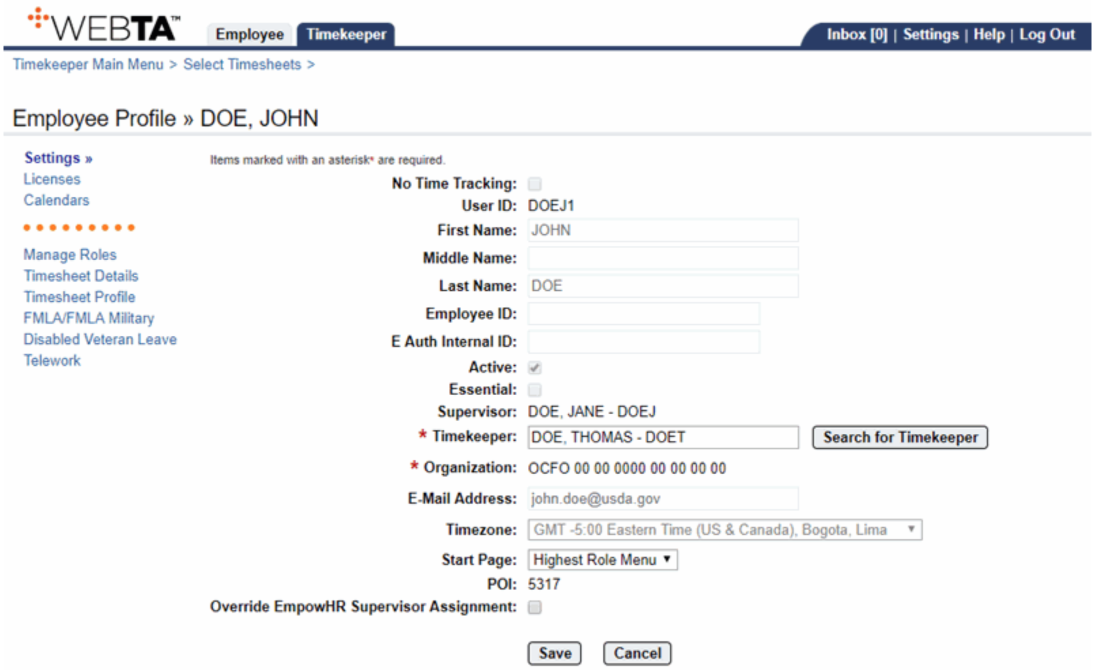


Figure 34: Employee Profile Page

4. Select the ***Calendars*** link from the sidebar menu. The Calendars page is displayed.

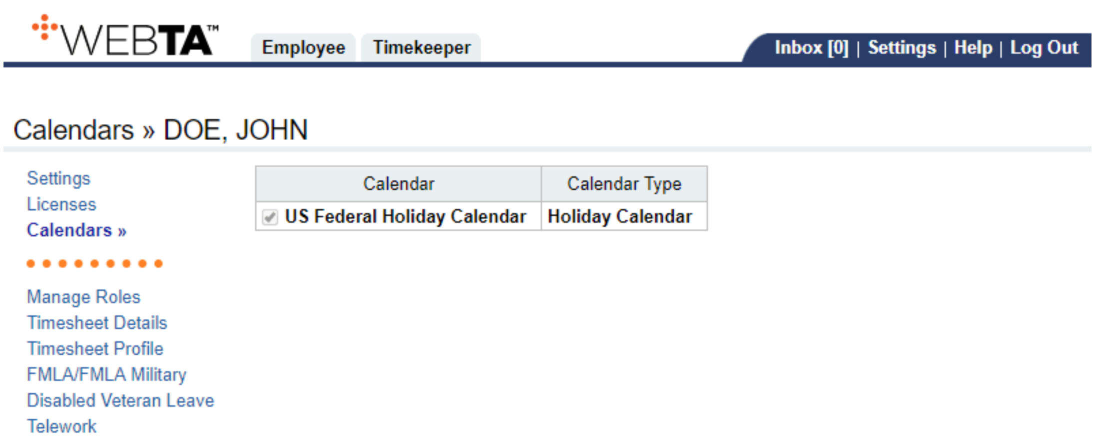


Figure 35: Calendars Page

5. Select the **Cancel** button to return to the previous menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Manage Roles

The Manage Roles link displays an Employee's Role Assignments page and the roles assigned to the Employee. This page is view only for Timekeepers. Only HR Administrators can assign roles.

To View an Employee Role Assignment:

1. Select the ***Select Timesheets*** link from the Employee menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

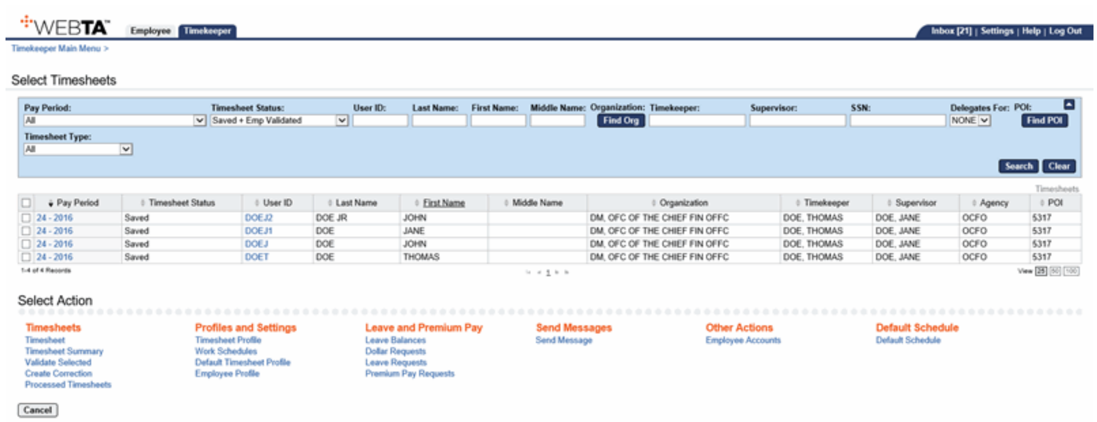


Figure 36: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

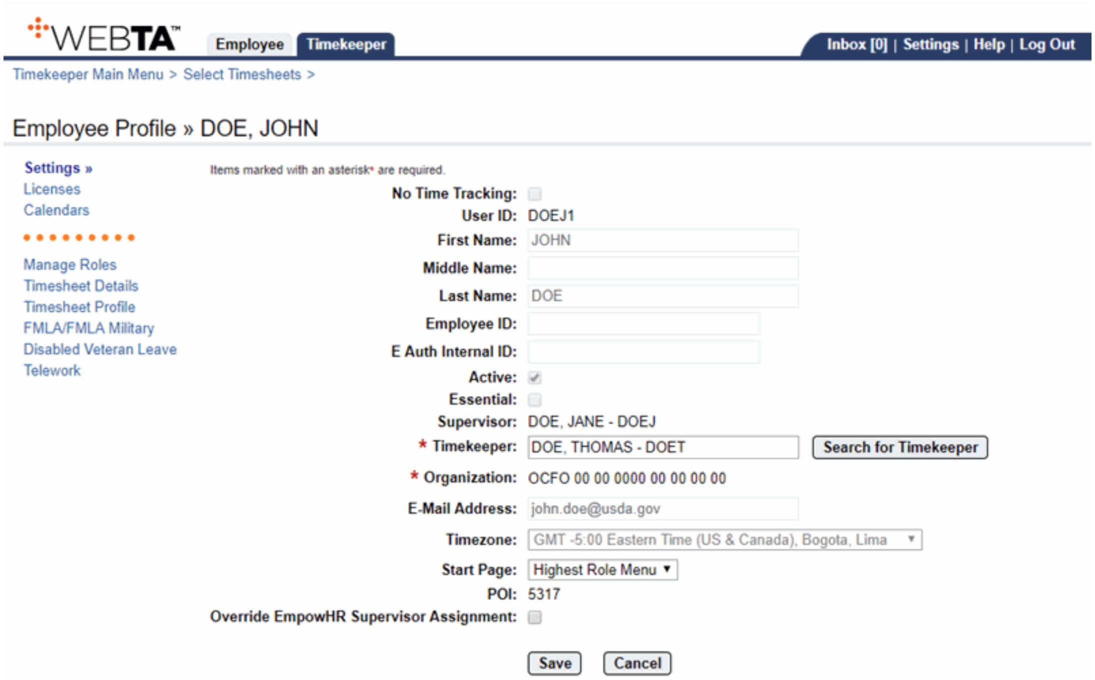
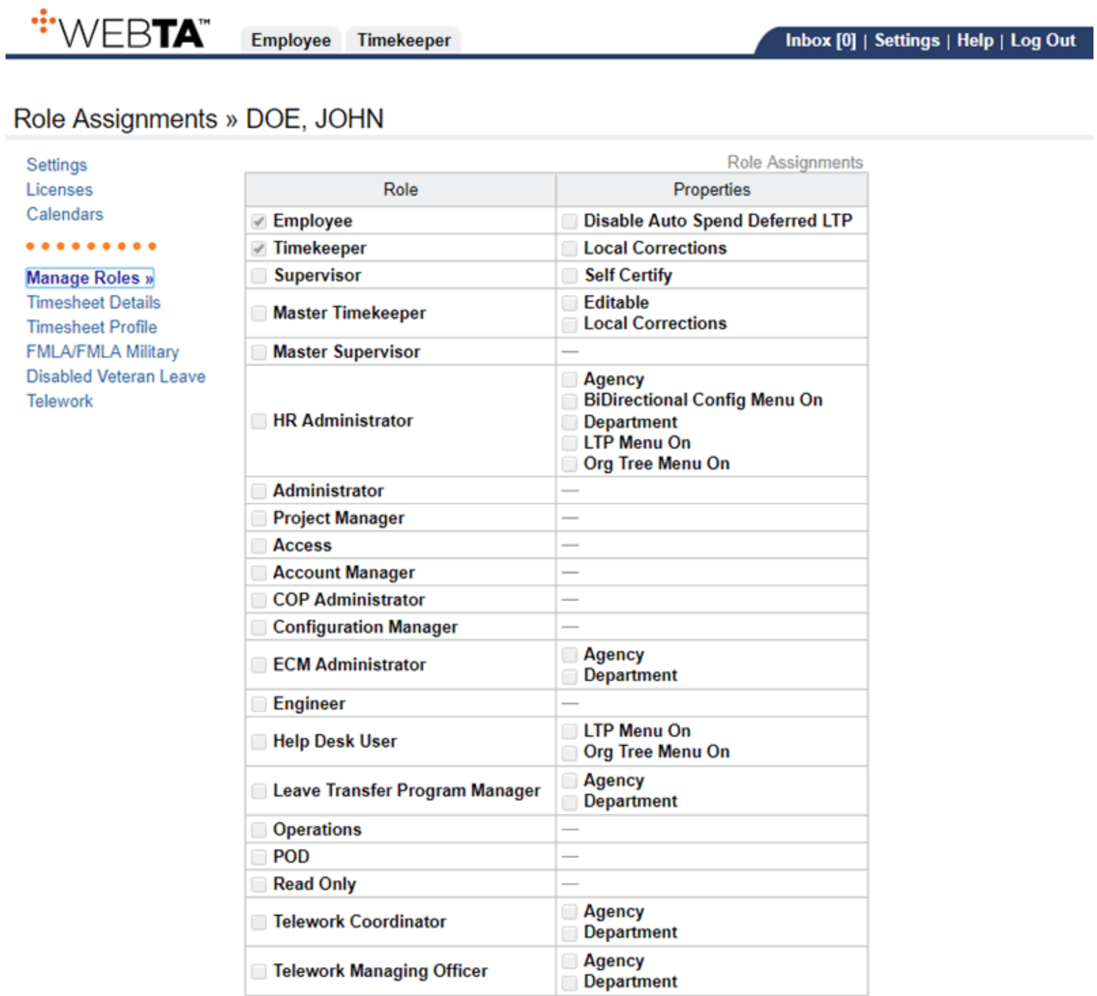


Figure 37: Employee Profile Page

4. Select the ***Manage Roles*** link from the sidebar menu.



Role	Properties
Employee	Disable Auto Spend Deferred LTP
Timekeeper	Local Corrections
Supervisor	Self Certify
Master Timekeeper	Editable Local Corrections
Master Supervisor	—
HR Administrator	Agency BiDirectional Config Menu On Department LTP Menu On Org Tree Menu On
Administrator	—
Project Manager	—
Access	—
Account Manager	—
COP Administrator	—
Configuration Manager	—
ECM Administrator	Agency Department
Engineer	—
Help Desk User	LTP Menu On Org Tree Menu On
Leave Transfer Program Manager	Agency Department
Operations	—
POD	—
Read Only	—
Telework Coordinator	Agency Department
Telework Managing Officer	Agency Department

Figure 38: Role Assignments Page

5. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Timesheet Details

The Timesheet Details page displays timesheet related data and includes the following fields:

- Retain Data Type - Determines what data, if any, will populate to new timesheets.
- Start Pay Period for Timesheet - Displays the starting pay period in which the timesheet will be available. The default is the current pay period. A previous pay period or the current pay period may be specified.
- Timesheet Entry Type - Displays the entry type for the timesheet.
- Approvers - Displays the Timekeeper and Supervisor designated to validate and certify the timesheet.

To Change an Employee's Retain Data Type:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

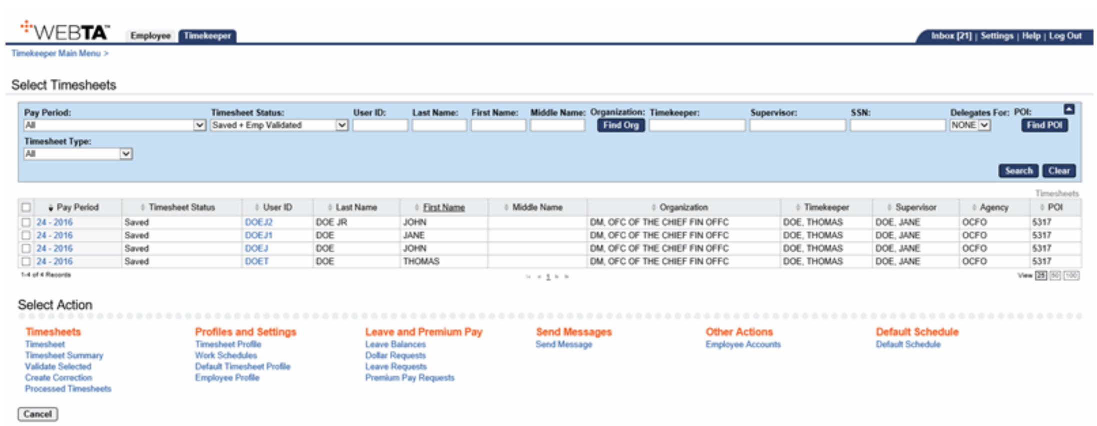


Figure 39: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profile and Settings action menu in the the Select Action section. The Employee Profile page for the selected Employee is displayed.

Figure 40: Employee Profile Page

4. Select the ***Timesheet Details*** link from the sidebar menu. The Timesheet Details page is displayed.

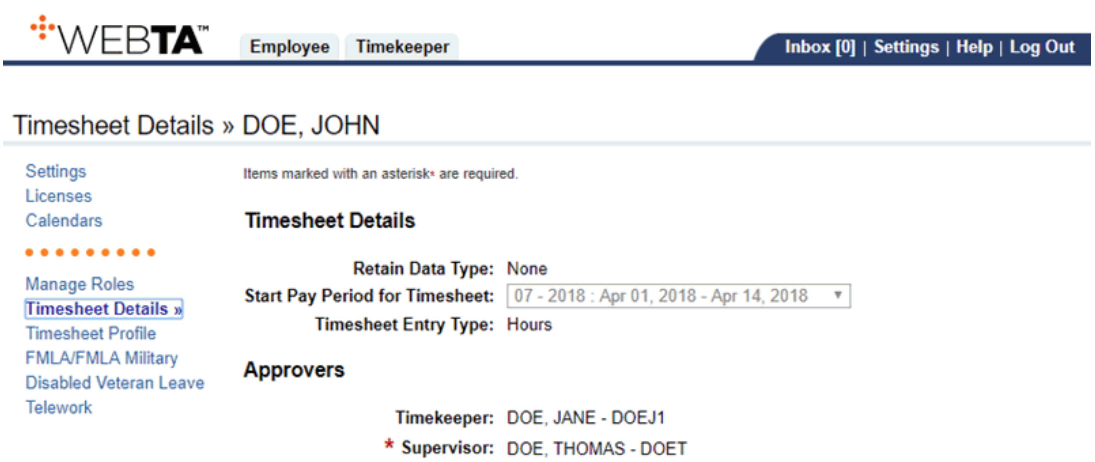


Figure 41: Timesheet Details Page

5. Select the applicable Retain Data Type from the drop-down list. Valid values are:

- `None` - New timesheets are blank.

- **`Entries Only - No Times`** - Work entries (TCs and accounting) from the previous pay period's timesheet are copied into the Employee's timesheet when the new pay period begins; hours are not carried over.
- **`All`** - Work entries and hours from the previous pay period's timesheets are copied into the Employee's timesheet when the new pay period begins.
- **`Pay from Schedule`** - Work entries and hours from the schedule are copied into the Employee's timesheet when the new pay period begins. If the Employee's actual work or time entries differ from the schedule, the Employee may edit the timesheet so that the actual work or tie entries are recorded.
- **`Exception Processing`** - Work entries and hours from the schedule are copied into the Employee’s timesheet when the new pay period begins. If the Employee’s actual work or leave time entries differ from the schedule, the Employee must record the deviation directly in the timesheet. The entries from the schedule will be automatically adjusted.

Note: This option only applies to hourly timesheets.

6. Select the **Save** button. The message, *Employee Profile Successfully Saved*, is displayed.
7. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

FMLA/FMLA Military

The FMLA/FMLA Military page displays an Employee's FMLA/FMLA Military information, if applicable. Timekeepers and Master Timekeepers can manually invoke new FMLA events and delete manually invoked FMLA events. Manually invoking an FMLA event bypasses the leave request form process. FMLA may be invoked once every 12 months. When the expiration date is reached, the FMLA and FMLA Military tracking leave balances are automatically set to zero.

To Manually Invoke an FMLA Event:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

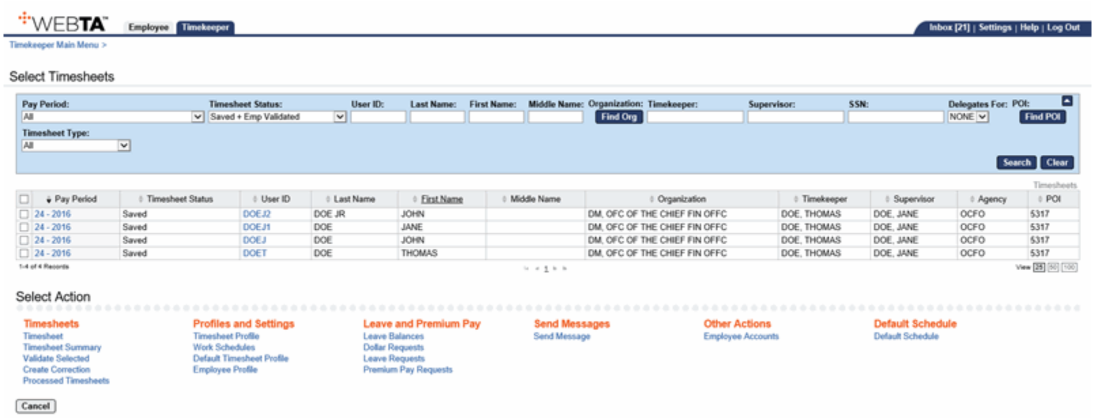


Figure 42: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

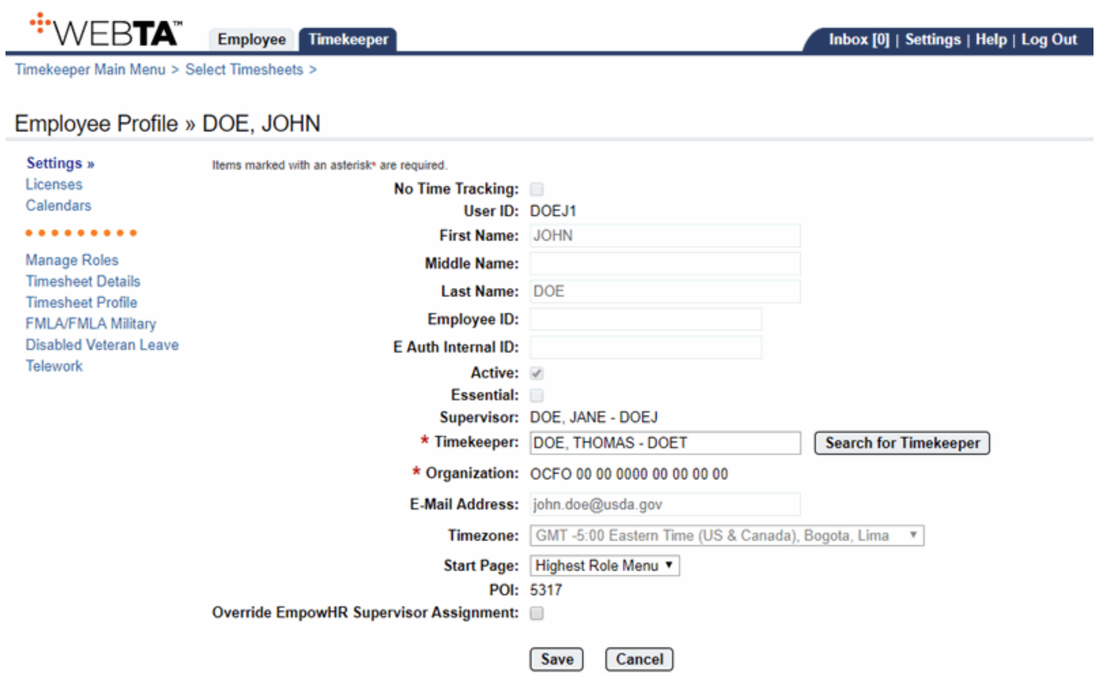


Figure 43: Employee Profile Page

4. Select the ***FMLA/FMLA Military*** link from the sidebar menu. The FMLA/FMLA Military page is displayed.

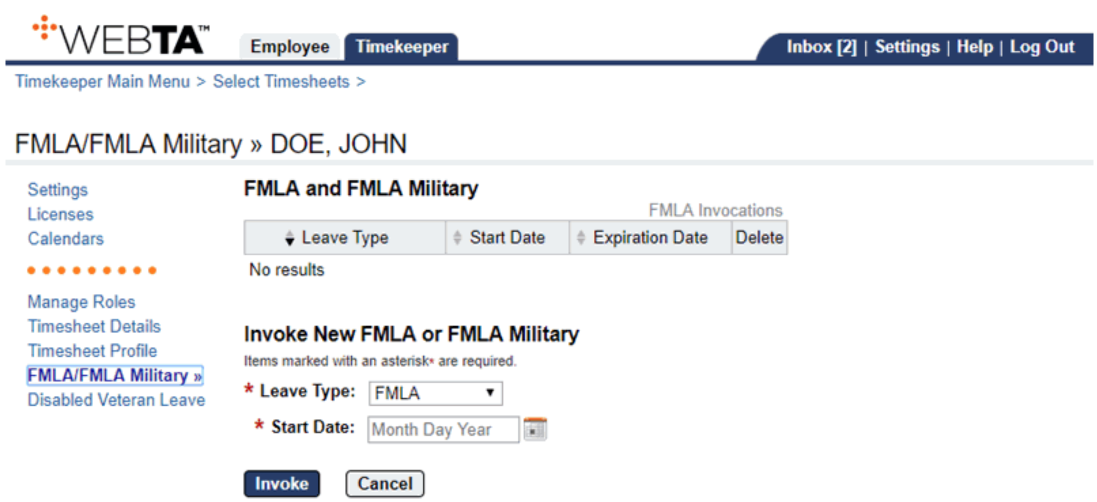


Figure 44: FMLA/FMLA Military Page

5. Complete the following fields:

Leave Type (see "***Leave Type Field Instruction - FMLA (Required)***" on page 321)

Start Date (see "***Start Date Field Instruction - Requests (Required)***" on page 327)

6. Select the **Invoke** button. The FMLA Invocations section is populated with the information added and an expiration date.

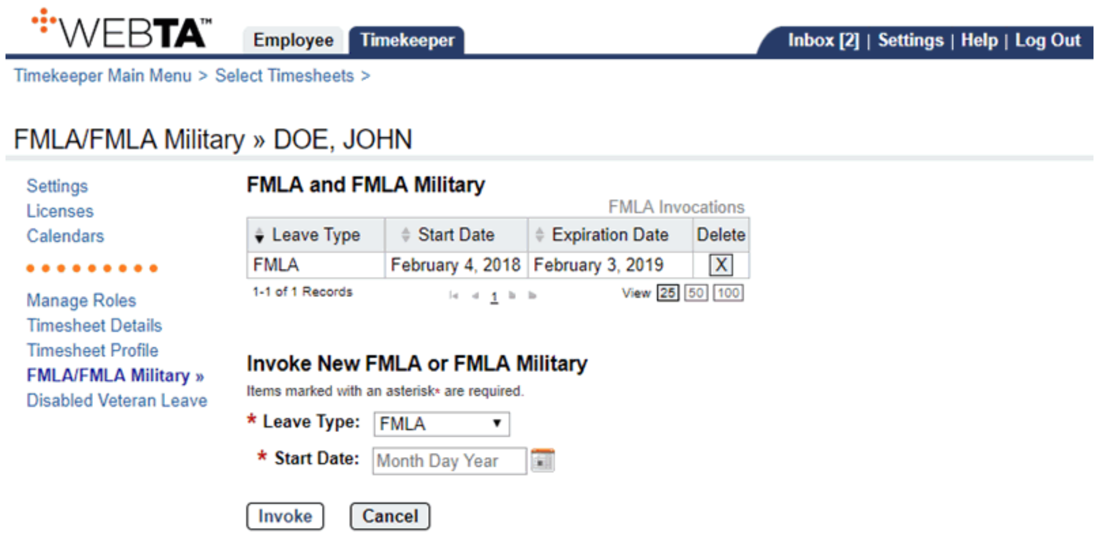


Figure 45: FMLA Invocations Page

7. Select the **Cancel** button to return to the previous page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

To Delete a Manually Invoked FMLA Event:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

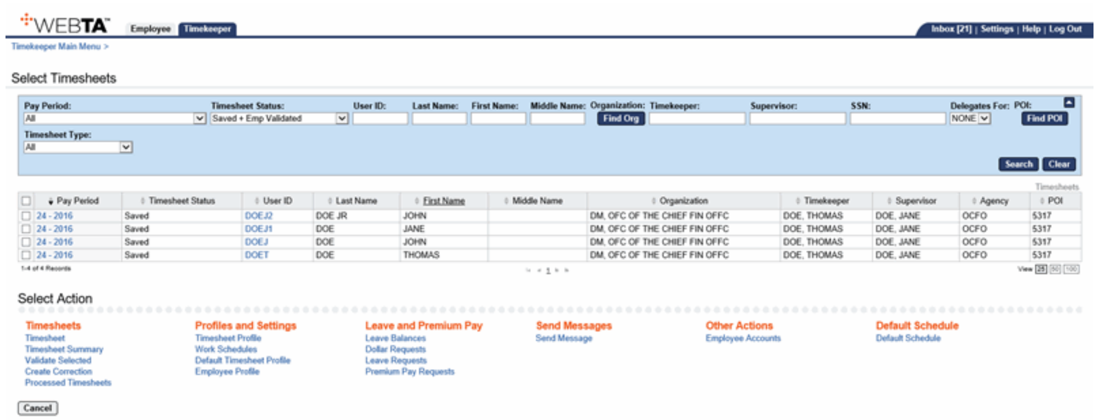


Figure 46: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profiles and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

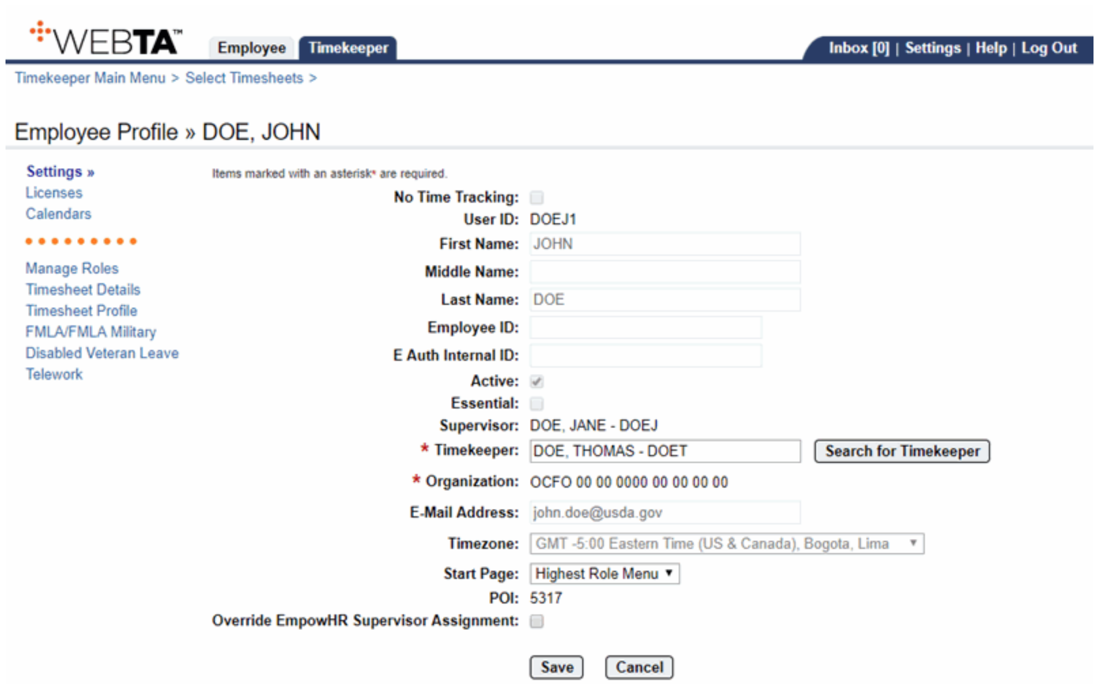


Figure 47: Employee Profile Page

4. Select the ***FMLA/FMLA Military*** link from the sidebar menu. The FMLA/FMLA Military page is displayed.

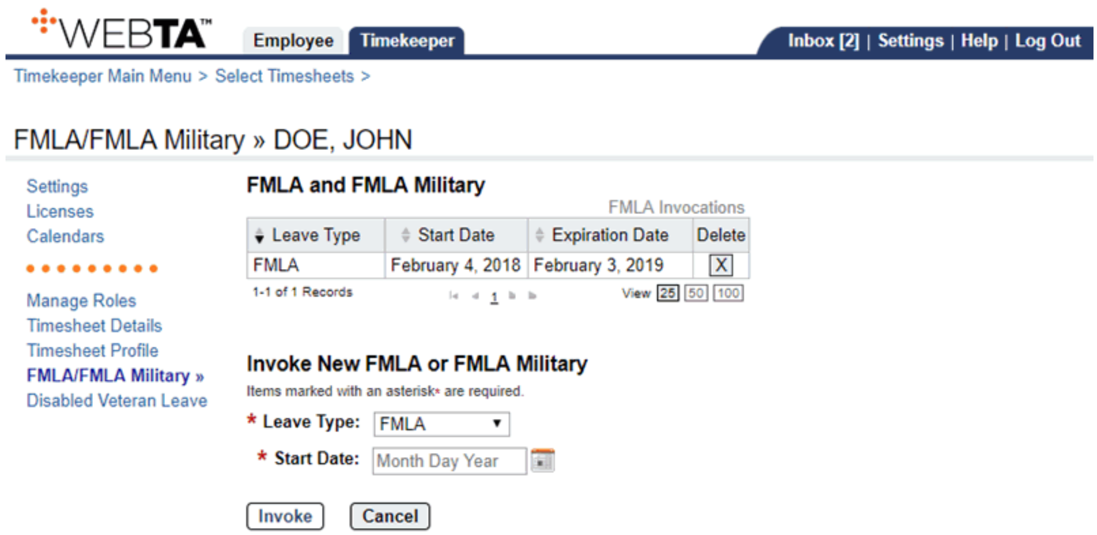


Figure 48: FMLA Invocations Page

5. Select the **`X`** on the row that identifies the event. webTA removed the Start Date and Expiration Date so that the date range is no longer designated as an FMLA event.

Note: FMLA events invoked on leave request forms cannot be deleted from the FMLA/FMLA Military option; instead, the leave request must be reverted to pending. If the Supervisor reverts an approved request to **`Pending`**, webTA removes the start date and expiration date that identifies the FMLA event. webTA does not delete any associated FMLA hours from timesheets.

---

6. Select the **Cancel** button to return to the previous page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Disabled Veteran Leave

The Wounded Warriors Federal Leave Act of 2015 mandates that any new Federal Employee (hired on or after November 5, 2016) who is a Veteran with a service-connected disability rated at 30 percent or more be granted immediate access to 104 hours of Disabled Veteran Leave. This leave may only be used within a continuous 12 month period beginning on the first day of employment/reemployment and may not exceed 104 hours; however, some Employees with an uncommon tour of duty may exceed 104 hours.

Part-time, non-seasonal, and full-time seasonal Employees' leave will be prorated based on the Employee's tour of duty. Any Disabled veteran Leave credited to an Employee that is not used during the first 12 months of employment and/or reemployment shall be forfeited.

If the Employee is reinstated after a break in service, or transferred and has a sick leave credit balance when they are hired, the amount of disabled veteran leave will be reduced by the amount of sick leave that the Employee has available on the first day of the reemployment.

Disabled Veteran Leave is updated via the biweekly PPS feed and should rarely be manually updated. However, Timekeepers can manually adjust Disabled Veteran Leave balances, if necessary.

To Manually Add a Forward Adjustment for Disabled Veteran Leave:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

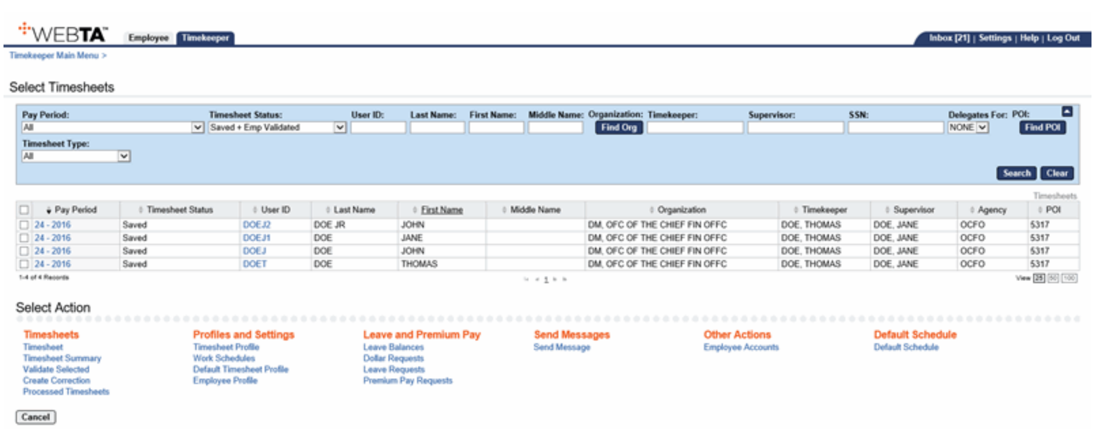


Figure 49: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Leave Balances*** link from the Leave and Premium Pay action menu in the Select Action section. The Leave Balances page for the selected Employee is displayed.

WEBTA™ Employee Timekeeper Inbox [0] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Leave Balances for DOE, JOHN

Balances for pay period: 08 - 2018 : Apr 15, 2018 - Apr 28, 2018 * **Select Pay Period**

Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Expired	Adjustments	Capped	Balance	EOY Balance	EOY Use or Lose
Annual Leave	192:00	192:00	6:00	0:00	0:00	0:00	0:00	198:00	310:00	70:00
Sick Leave	176:00	176:00	4:00	0:00	0:00	0:00	0:00	180:00	252:00	0:00
Credit Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Time	2:00	2:00	0:00	0:00	0:00	0:00	0:00	2:00	1:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Time Religious	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Shore Leave (Days)	0	0	0	0	0	0	0	0	0	0
Home Leave (Days)	0	0	0	0	0	0	0	0	0	0
Restored Annual Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Time Off Award	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Military Regular Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Military Emergency Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Deferred Annual Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Deferred Sick Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Disabled Veteran Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
COP Occurrence 1 (Days)	0	0	0	0	0	0	0	0	0	0
COP Occurrence 2 (Days)	0	0	0	0	0	0	0	0	0	0
COP Occurrence 3 (Days)	0	0	0	0	0	0	0	0	0	0

Tracking Leave Balances

Leave Type	Forward	Used	Used To Date
LWOP	0:00	0:00	0:00
AWOL	0:00	0:00	0:00
Suspension	0:00	0:00	0:00
Furlough	0:00	0:00	0:00
Family Friendly Sick Leave	0:00	0:00	0:00
Family Friendly Sick Leave Serious	0:00	0:00	0:00
FMLA	0:00	0:00	0:00
FMLA Military	0:00	0:00	0:00
Other Leave	16:00	0:00	16:00
VLTP Used	0:00	0:00	0:00
ELTP Used	0:00	0:00	0:00
Non-Pay For Accrual Leave	0:00	0:00	0:00

Cancel

Figure 50: Leave Balances Page

4. Select the ***Disabled Veteran Leave*** link. The Details of Disabled Veteran Leave page is displayed.

Figure 51: Details of Disabled Veteran Leave Page

5. Select the **Add Manual Forward Adjustment** button. The Adjust Forward Balance for Disabled Veteran Leave page is displayed.

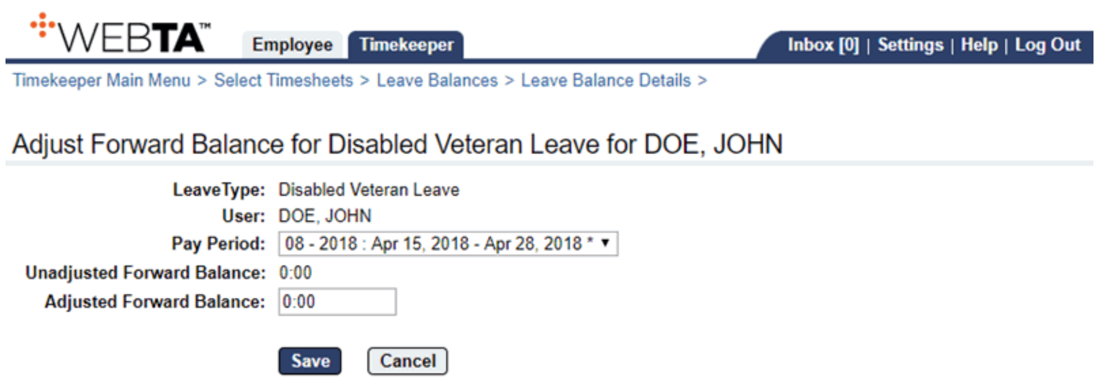


Figure 52: Adjust Forward Balance for Disabled Veteran Leave Page

6. Enter the balance in the Adjusted Forward Balance field.

7. Select the **Save** button. The message, *Forward adjustment successfully saved*, is displayed.

8. Select the **Cancel** button to return to the previous page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Timesheet Profile

The Timesheet Profile page contains information that identifies the Employee's basic payroll profile including tour of duty and pay plan and is populated by the nightly EmpowHR feed. Certain fields can be updated by the Timekeeper. This page is used for special case timesheet reporting such as final and split timesheets and for coding Employees to exceed the biweekly pay cap.

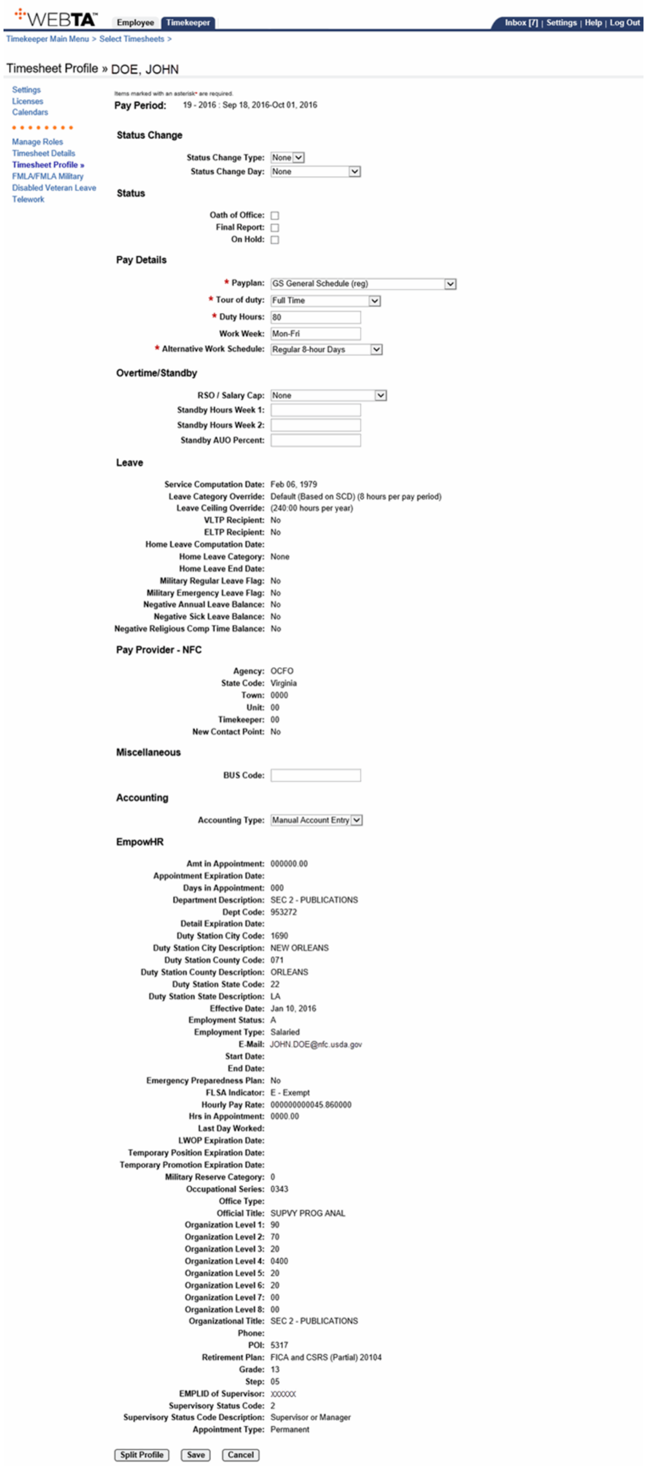


Figure 53: Timesheet Profile Page

The following sections are displayed on the Timesheet Profile page:

- Pay Period - Displays the timesheet pay period.

- Status Change
    - Status Change Type - Identifies the type of status change. Valid values are **`None`**, **`End`**, or **`Start`**, (End and Start apply only when employment status actually starts or ends in a given pay period). This field defaults to **`None`**.
    - Status Change Day - Identifies the day of the status change. If the Status Change Type is set to **`End`** or **`Start`**, a day must be selected to display the day of the change. The field contains 14 selections, one for each day of the pay period. This field defaults to **`None`**.
- Status
    - Oath of Office - Identifies if this is the first timesheet for this Employee (e.g., a new Employee).
    - Final Report - Identifies if this is the last timesheet for this Employee (e.g., a separation).
    - On Hold - Identifies that a timesheet is not required for an Employee (e.g., an Employee on extended leave without pay).
- Pay Details
    - Pay Plan - Identifies the Employee's pay plan.
    - Tour of Duty - Identifies the Employee's the tour of duty.
    - Duty Hours - Identifies the Employee's scheduled biweekly hours. For full-time Employees, this number should be 80.
    - Work Week - Identifies the Employee’s regular schedule.
    - Alternate Schedule - Identifies the Employee's alternative or compressed work schedule, if applicable.
- Overtime/Standby
    - RSO/Salary Cap - Identifies the week(s) that the Employee is approved to get regularly scheduled overtime hours or is authorized to exceed the biweekly salary cap. For more information on exceeding the biweekly salary cap, see ***Exceeding the Biweekly Pay Cap*** (on page 94).
    - Standby Hours Week 1- Identifies the number of standby or administratively uncontrollable overtime (AUO) hours the Employee is authorized to earn in week one of the pay period.
    - Standby Hours Week 2- Identifies the number of standby or AUO hours the Employee is authorized to earn in week two of the pay period.
    - Standby AUO Percent - Identifies the percentage of salary earned for the number of standby hours or AUO earned.

- Leave - Displays the Employee's service computation date (SCD) and other leave information.
- Pay Provider - Displays the pay provider and the T&A contact point.
- Miscellaneous - Displays the Employee's bargaining unit status (BUS) code.
- Accounting - Displays the type of accounting used on the Employee's timesheet. For more information, see ***Accounting Options*** (on page 97).
- EmpowHR - Displays the Employee's payroll/personnel data.

This section includes the following topics:

Final Timesheets

If an Employee is being separated (e.g., resignation, termination, retirement, death, transfer to another Department), a final timesheet must be processed. The timesheet is split systemically by the EmpowHR feed from NFC once the personnel action separating the Employee has applied to the database. After the transmission record is created for the Employee, webTA makes the Employee inactive and can only be reactivated by the System Administrator.

In some circumstances, however, timing may require the Timekeeper to process the final timesheet. These instructions are provided for such circumstances.

Note: Do not code the timesheet final if the Employee is being reassigned within the Department.

To Process a Final Timesheet:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

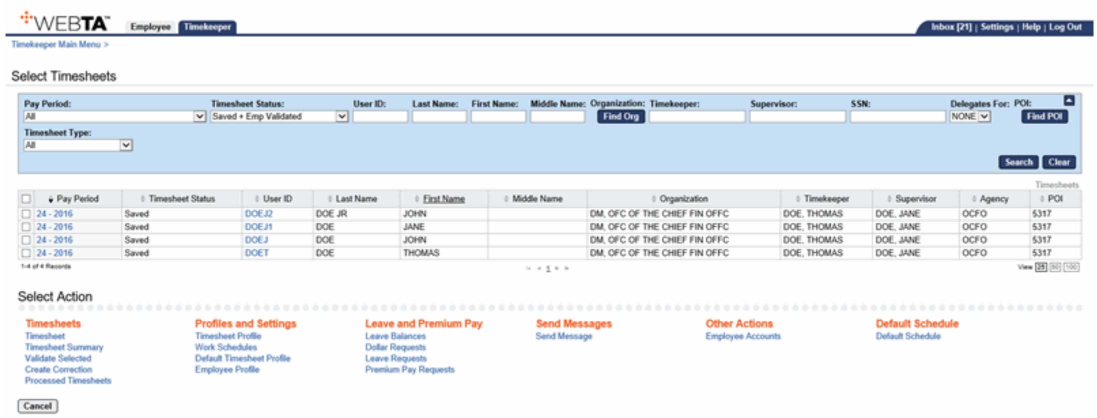


Figure 54: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet Profile*** link from the Profiles and Settings action menu in the Select Action section. The Timesheet Profile page for the selected Employee is displayed.

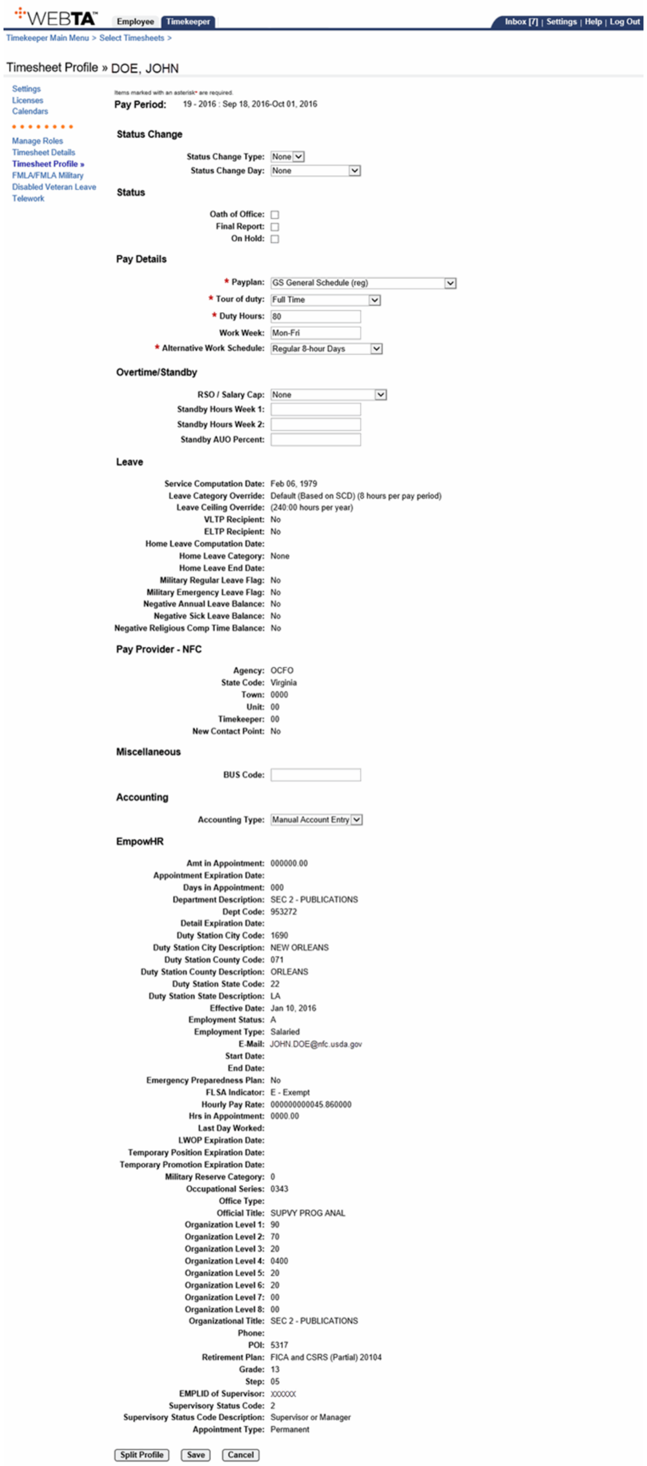


Figure 55: Timesheet Profile Page

4. Complete the following fields:

   Status Change Type (see "***Status Change Type Field Instruction***" on page 328)

   Status Change Day (see "***Status Change Day Field Instruction***" on page 328)

   Status (see "***Status Field Instruction***" on page 329)

5. Select the **Save** button. The message, *Timesheet profile saved*, is displayed.

6. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Split Timesheets

Split timesheets are sometimes required for an Employee's timesheet. If an Employee has a personnel change during a pay period, a split timesheet must be processed. For certain types of changes, the timesheet is split systemically by the EmpowHR feed from NFC once the personnel action has applied to the database. webTA will split the Timesheet Profile on the effective date of the personnel action when the personnel action is for a change to the following:

- Agency
- Tour of Duty
- Duty Hours
- Service Computation Date
- Pay Plan
- Grade
- Step
- Duty Station

Note: If an Employee begins or ends their employment with your Agency during the middle of a pay period, a split timesheet is not required, only a status change.

Split timesheets should be processed at the fiscal year end for Employees on military leave in order to track the military days correctly. Timesheets should be split at calendar year end for Employees who are on emergency military leave or in non-pay status for accounting purposes.

Note: NFC issues bulletins at the fiscal and calendar year ends as a reminder for these situations.

To Process a Split Timesheet:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

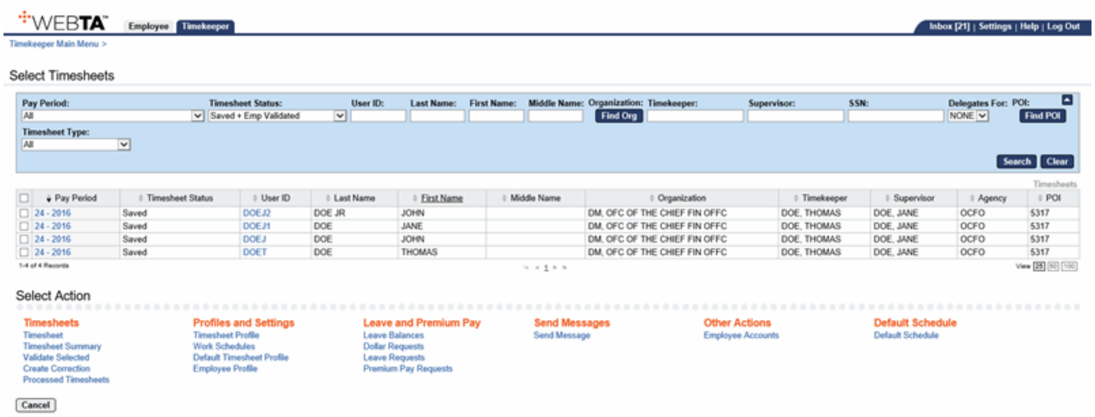


Figure 56: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet Profile*** link from the Profiles and Settings action menu in the Select Action section. The Timesheet Profile page for the selected Employee is displayed.

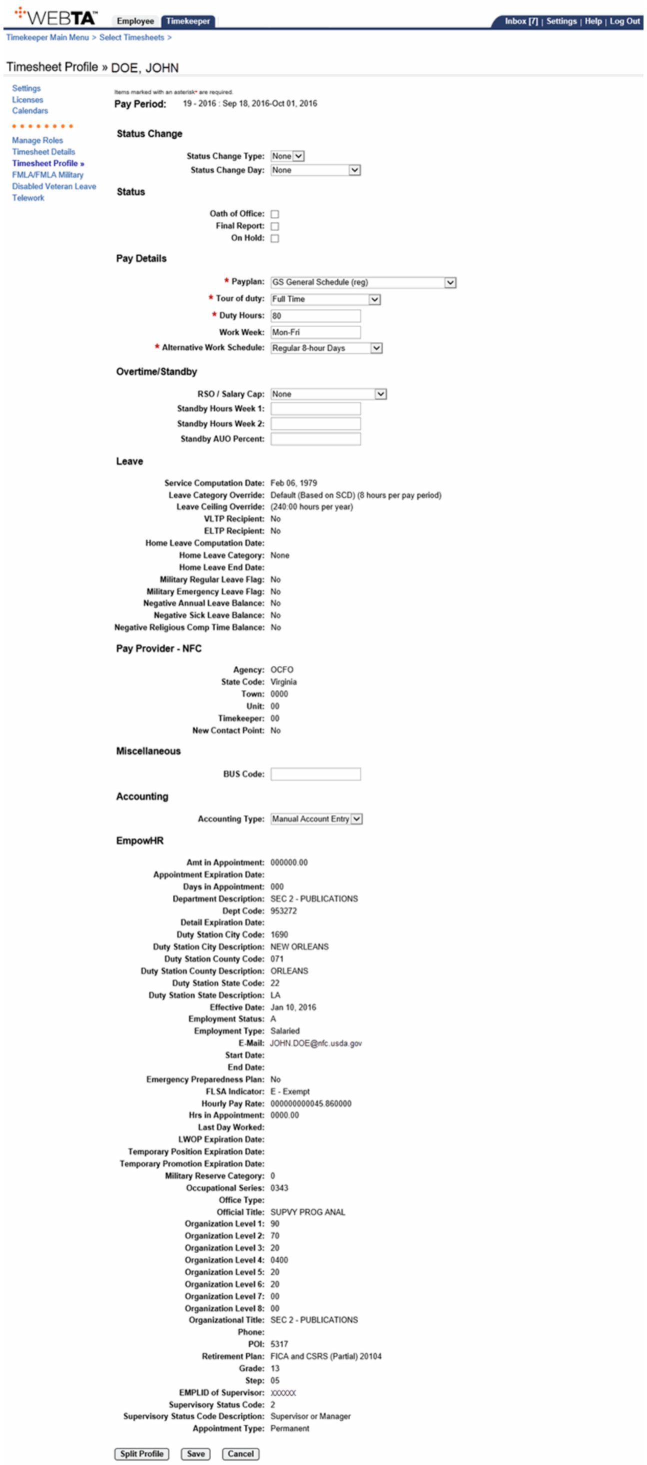


Figure 57: Timesheet Profile Page

4. Select the **Split Profile** button. The Timesheet Profile page is split in two sections (End and Start) and displays the message, *Timesheet Profile has been split. Please specify the split date*. The following sections may be edited:

   - Status Change
   - Status
   - Pay Details

- Overtime\Standby

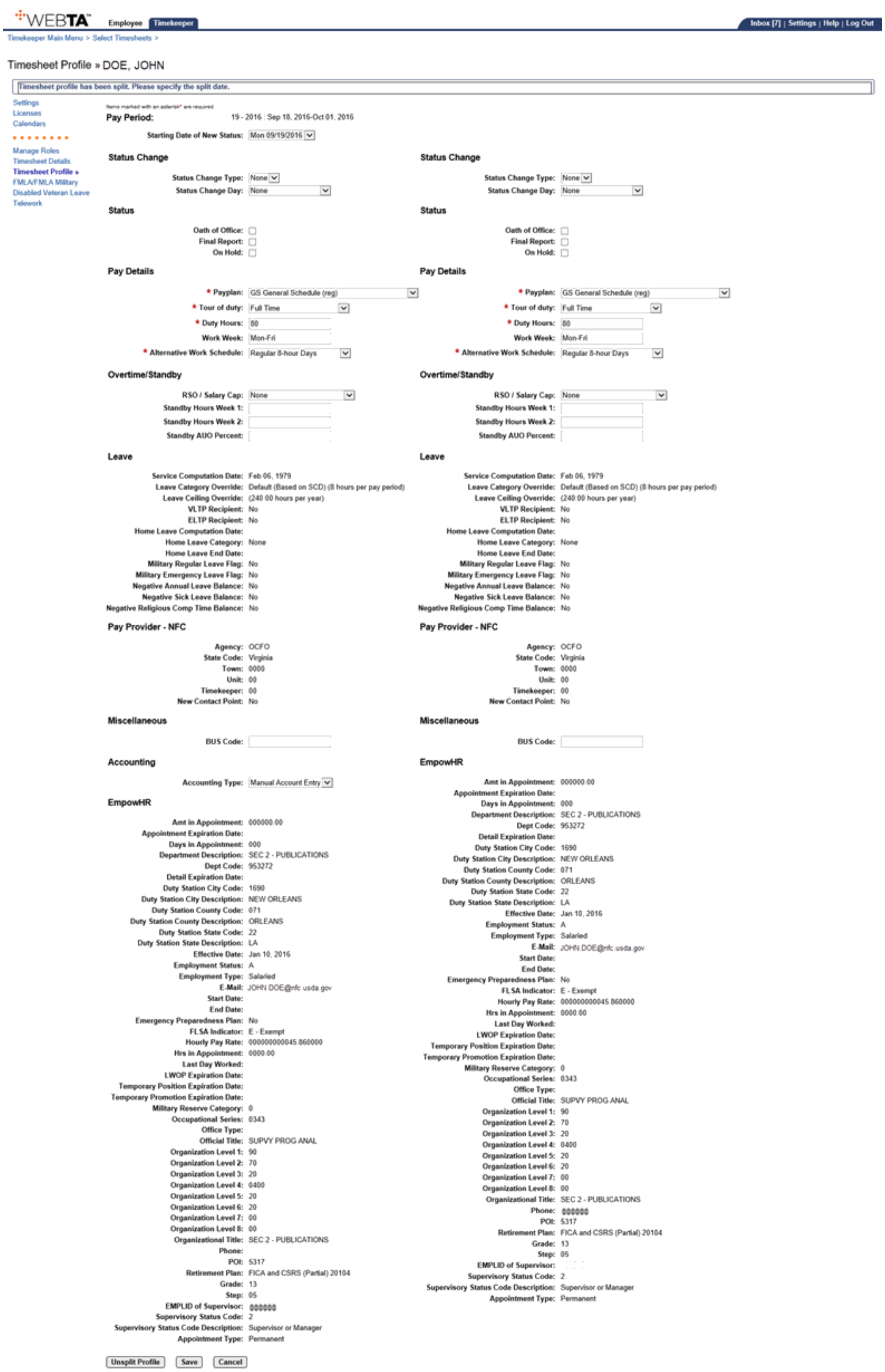


Figure 58: Timesheet Profile Page - Split Timesheet

5. Select the Starting Date of New Status from the drop-down list.

6. Select **End** from the Status Change Type drop-down list on the first half of the split.

7. Select the end day from the Status Change Day drop-down list on the first half of the split.

8. Select **Start** from the Status Change Type drop-down list on the second half of the split.

9. Select the start day from the Status Change Day drop-down list on the second half of the split.

10. Make changes to the applicable fields on the starting status half of the split.

11. Select the **Save** button to save changes. The message, *Timesheet profile saved*, is displayed.

    OR

    Select the **Unsplit Profile** button to unsplit the timesheet.

12. Select the **Cancel** button to return to the Select Timesheets page.

    OR

    Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Exceeding the Biweekly Pay Cap

In certain emergency or mission critical situations, an Agency may apply an annual premium pay cap instead of a biweekly premium pay cap, subject to the conditions provided by law and regulation. During these situations, Employees' timesheets must be coded correctly in order to pass NFC's edits for the biweekly pay cap.

Agencies should monitor Employee salary accruals to ensure that they do not exceed the annual salary cap. Furthermore, allowing them to exceed the biweekly salary cap also may potentially allow them to exceed the annual salary cap.

Note: If an Employee has been coded to exceed the biweekly salary cap, the Agency must change this setting back to the appropriate code when the qualifying approved event has ended or when the Employee approaches the annual salary cap.

To Code an Employee to Exceed the Biweekly Pay Cap:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

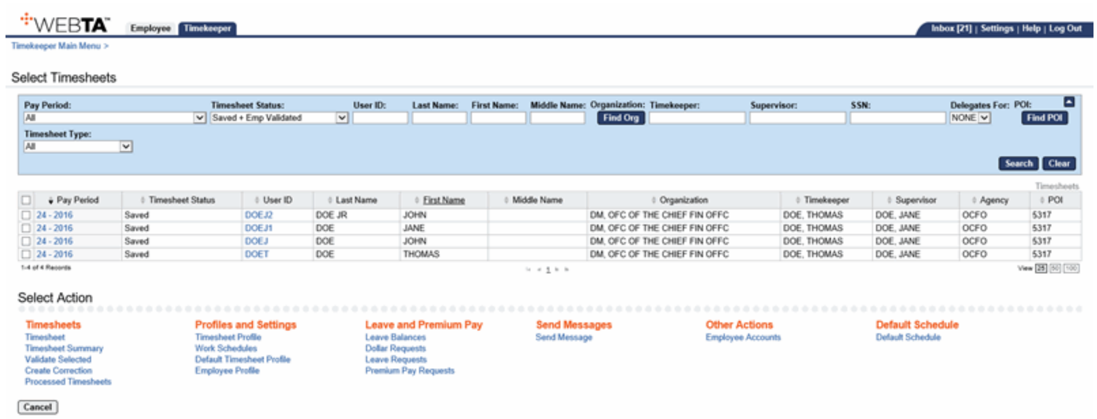


Figure 59: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet Profile*** link from the Profiles and Settings action menu in the Select Action section. The Timesheet Profile page for the selected Employee is displayed.

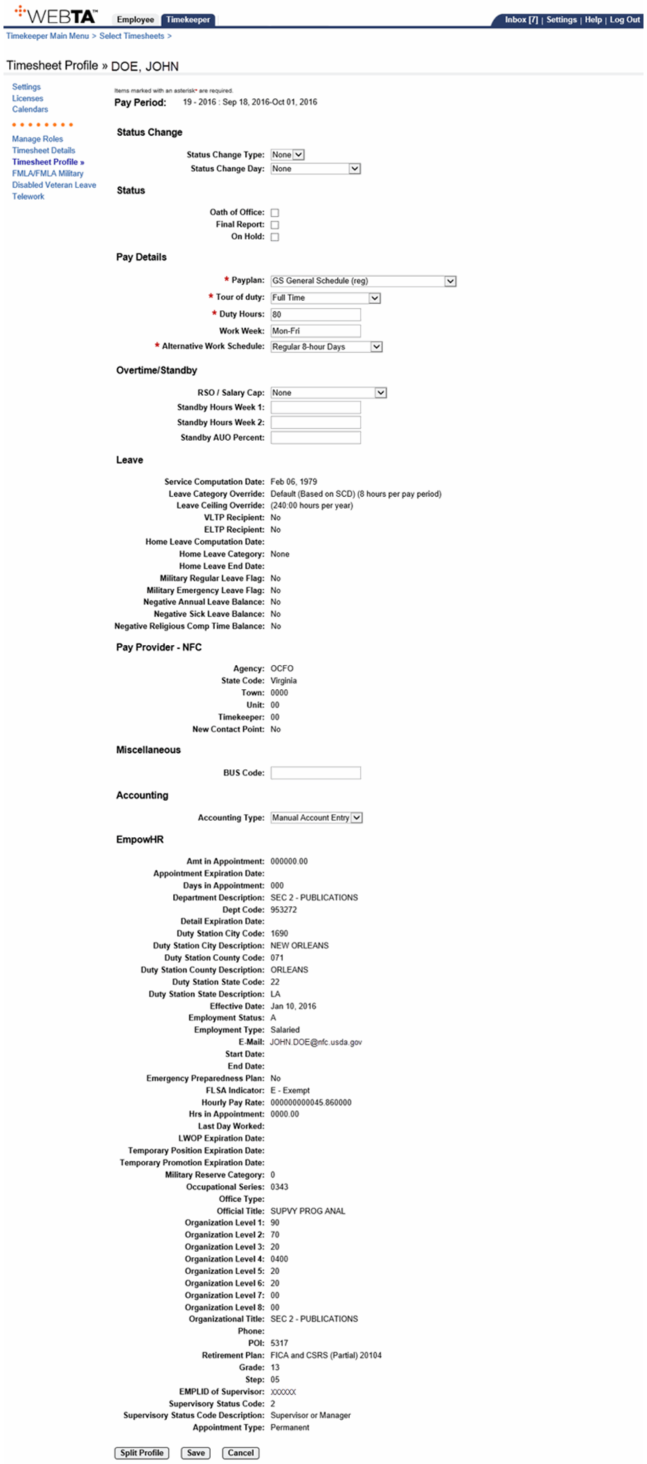


Figure 60: Timesheet Profile Page

4. Select the applicable exceed salary cap option from the RSO/Salary Cap drop-down list in the Overtime/Standby section.

5. Select the **Save** button. The message, *Timesheet profile saved*, is displayed.

6. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Accounting Options

Agencies may specify the method of entry for account information on the Employee's timesheet. Timekeepers are allowed to set the type of accounting entry for their Employees. The following options are available:

- Manual Account Entry - Allows the Employee or Timekeeper to choose the accounting code individually for each transaction included on the timesheet.
- Stored Account - Processes all transactions using the accounting stored by NFC. The accounting is not set in the build file, and the accounting section on the timesheet displays Using Stored Account instead of displaying the actual account in the Account field.
- Local Account - Allows the Employee to use the same account number within the application and is not stored at NFC.

To Set the Accounting Type Entry for an Employee:

1. Select the Select Timesheets link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

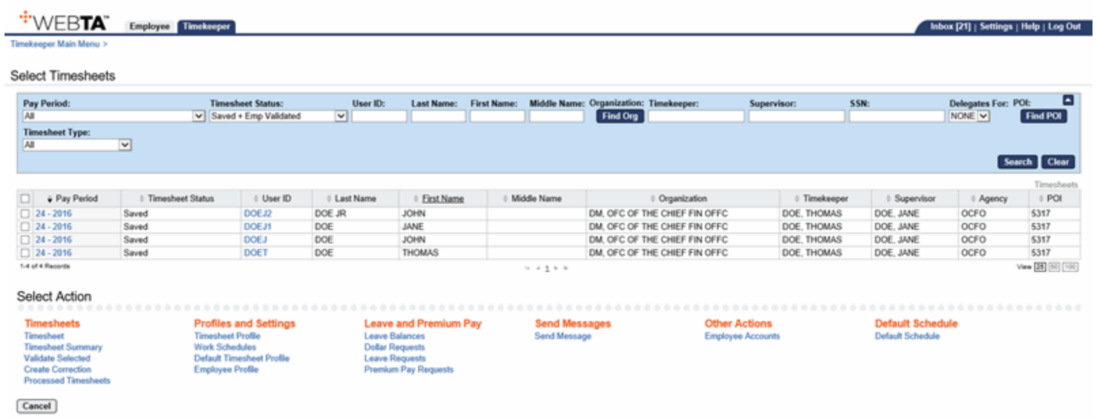


Figure 61: Select Timesheets Page

2. Select the applicable Employee.

3. Select the Timesheets Profile link from the Profiles and Settings action menu in the Select Action section. The Timesheet Profile page for the selected Employee is displayed.

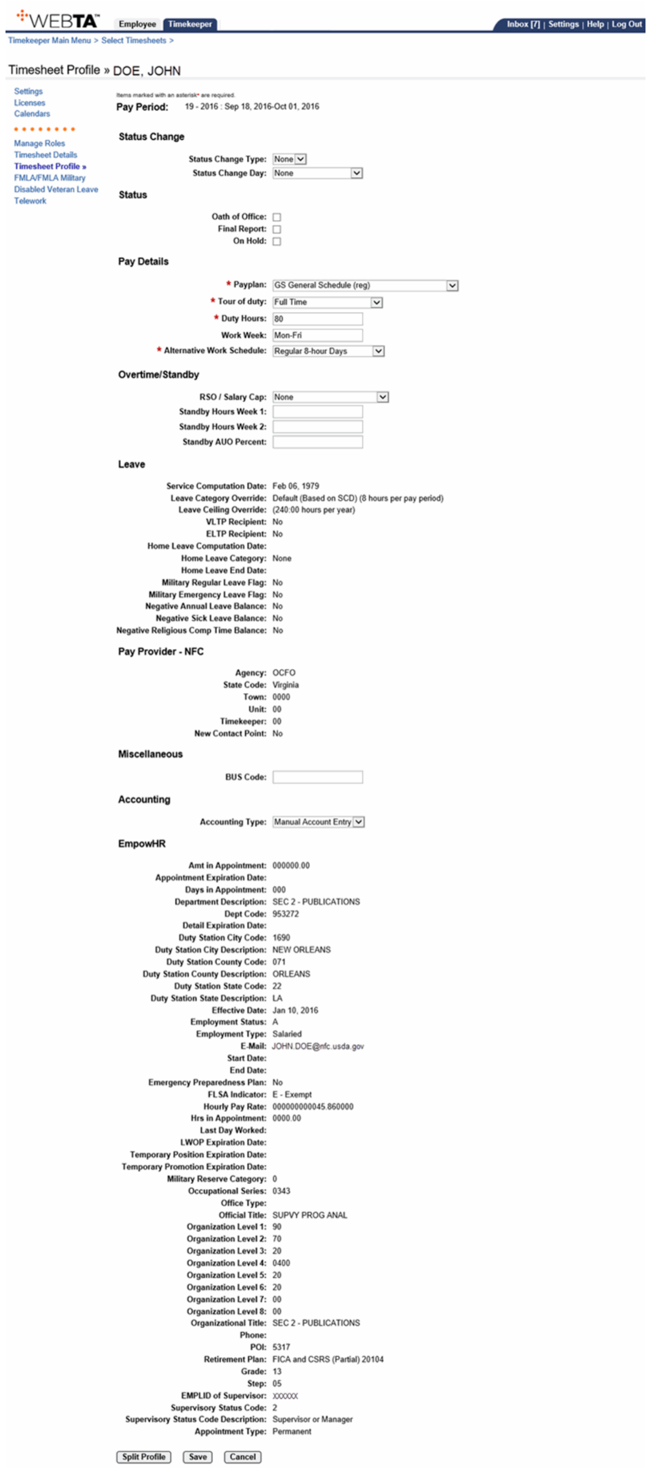


Figure 62: Timesheet Profile Page

4. Select the applicable Accounting Type from the drop-down list in the Accounting Section. Valid values are:

   - Manual Account Entry - Select this option to allow the Employee to choose the accounting code individually for each transaction included on the timesheet.
   - Stored Account - Select this option to have all transactions on the timesheet use the accounting code stored at NFC. With this option, the accounting is not set in the build file and the accounting section on the timesheets displays Using Stored Account instead of displaying the actual accounting code.
   - Local Account - Select this option to allow the Employee to use the same accounting code within the application.

   Note: If you select this option, the Account field is displayed. Select the **Select** button. The Accounts: Master List page is displayed. Select the applicable accounting code from the list and select the **Save** button. The selected accounting code is displayed on the Timesheet Details page.

5. Select the **Save** button. The message, *Timesheet profile saved*, is displayed.

6. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Adding Work Time

The Work Time section of the Timesheet page has daily time entry fields for each week in a pay period. Daily work time totals are displayed in the Work Time Total row. Timekeepers may add work time for their assigned and delegated Employees in the event that they are unable to do so.

Note: The Leave Time section of the Timesheet page is populated when leave requests are submitted for approval.

To Add Work Time to an Employee's Timesheet:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

   Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

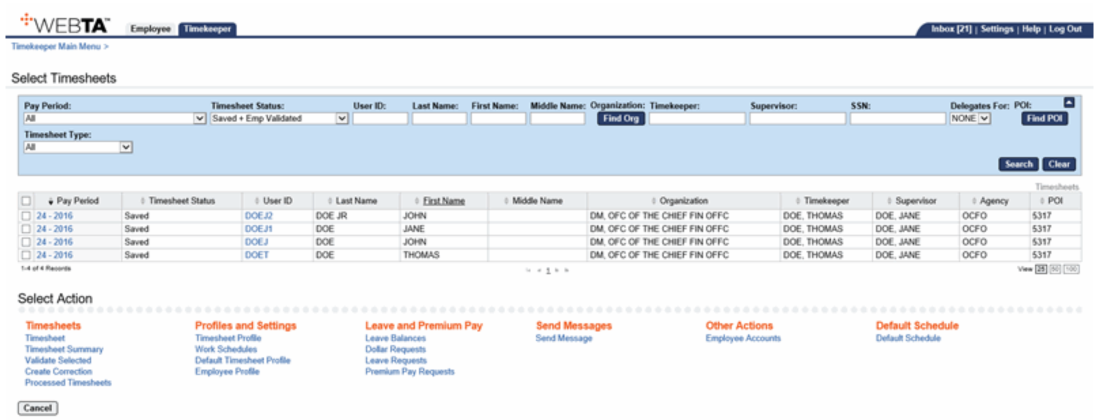


Figure 63: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet*** link from the Timesheets action menu in the Select Action section. The Timesheet page for the selected Employee is displayed.

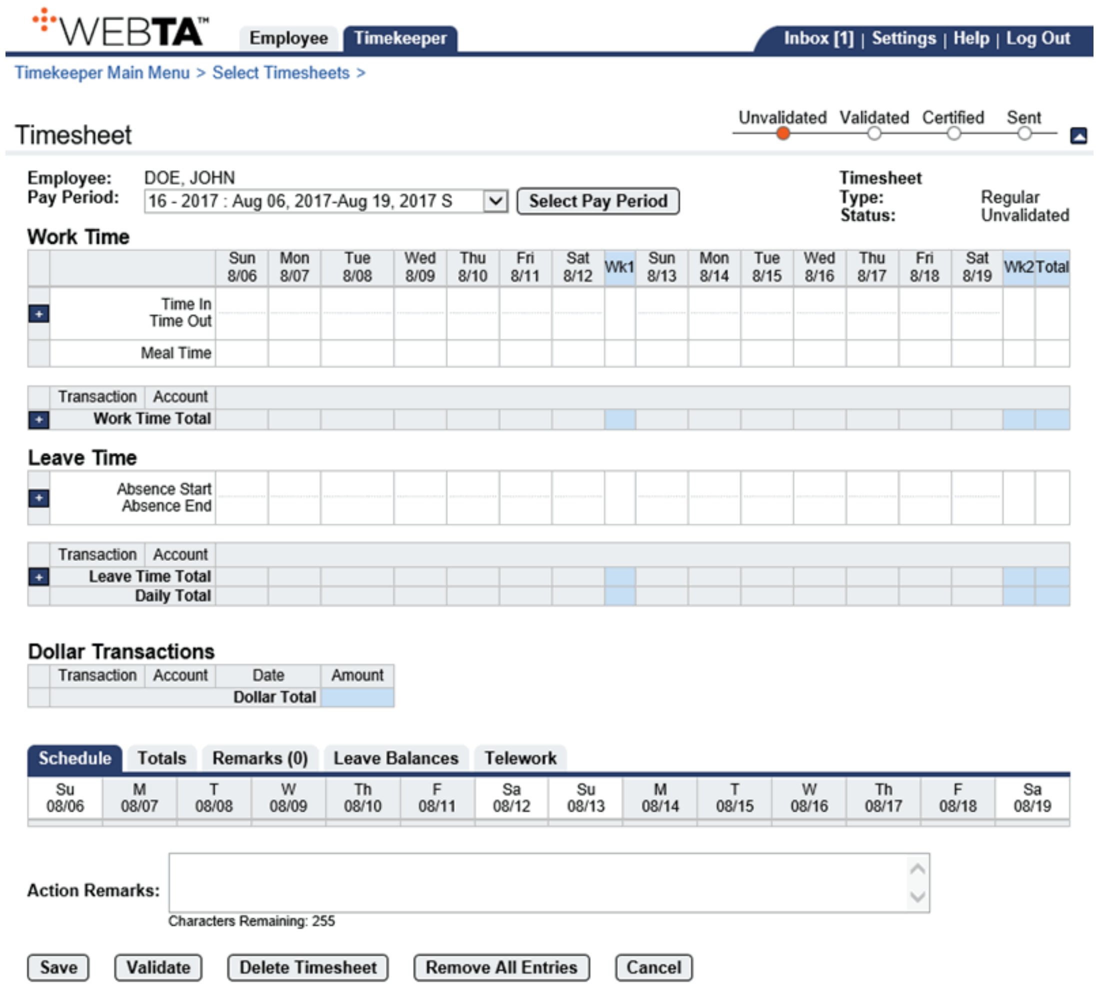


Figure 64: Timesheet Page - Adding Work Time

4. Select the **+** (plus sign) in the Work Time Total row of the Work Time section. The Transaction field is populated with a default TC, and the Account field is populated with **`Select Account`**.

Note: You can use the default TC, or you can change the TC.

5. Select the transaction code link to change the TC. The Select values for this entry... popup appears.

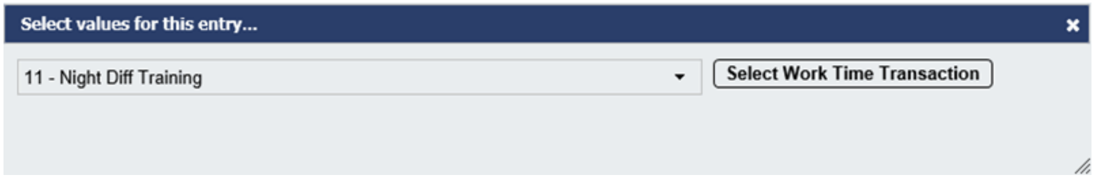


Figure 65: Select Work Time Transaction Page

6. Select the applicable TC from the drop-down list.

7. Select the **Select Work Time Transaction** button to save the TC and return to the Timesheet page.

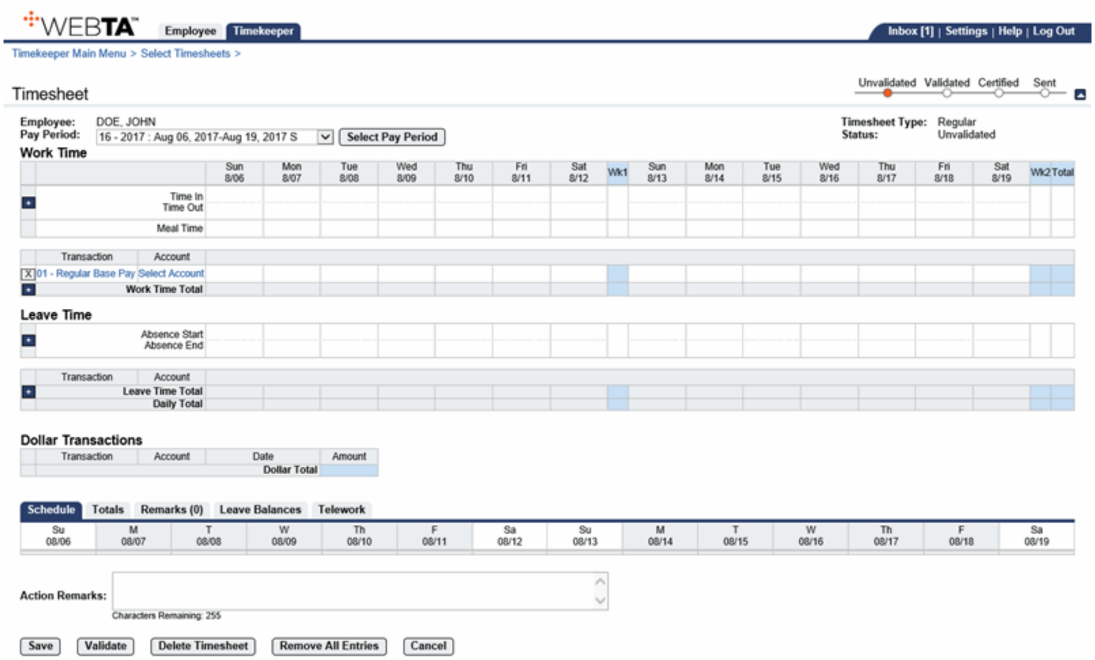


Figure 66: Timesheet Page - TC Added

8. Select the **Select Account** link. The Accounting popup appears.

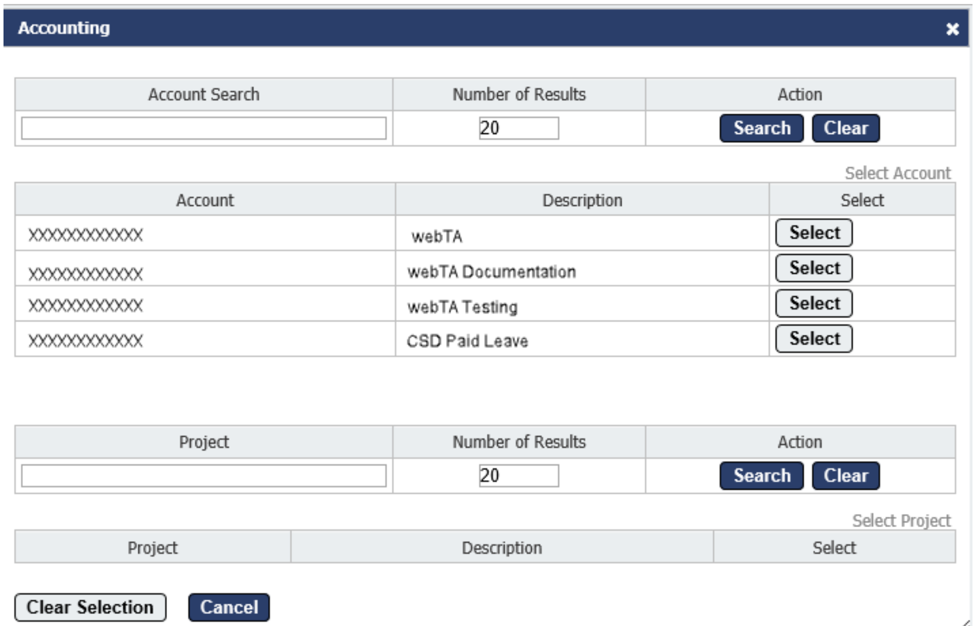


Figure 67: Accounting Popup

9. Select the **Select** button for the applicable accounting code. The accounting is populated in the Account field.

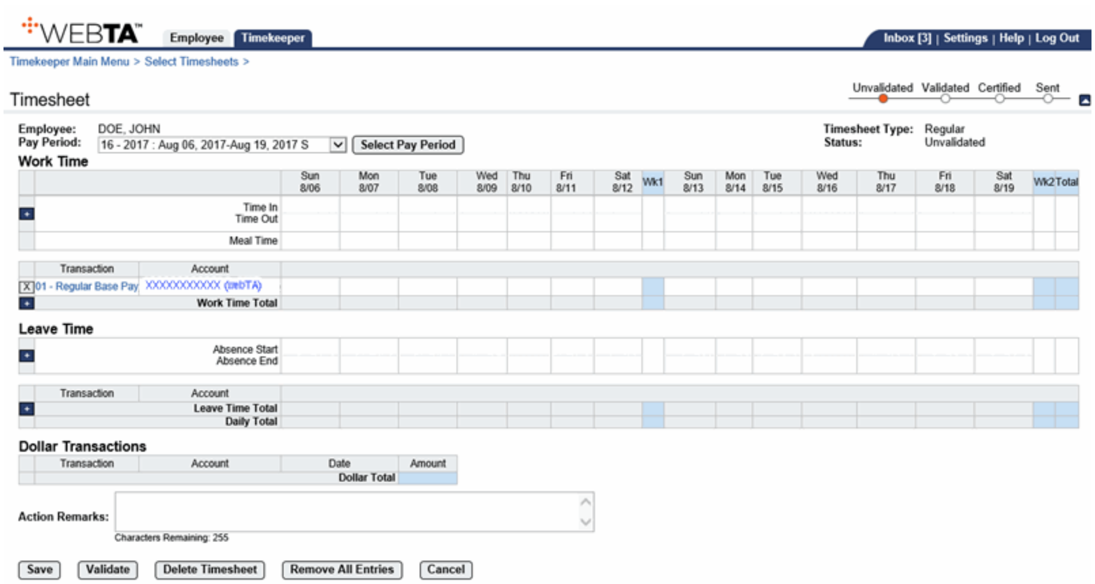


Figure 68: Timesheet Page - Accounting Added

10. Complete the following Work Time fields:

Time In (see "***Time In Field Instruction***" on page 330)

Time Out (see "***Time Out Field Instruction***" on page 331)

Meal Time (see "***Meal Time Field Instruction***" on page 322)

TC Line (see "***TC Line Field Instruction***" on page 330)

Note: The Work Time Total field will be automatically populated with the total hours of work time for each day, after the timesheet is saved.

---

11. Select the **Save** button to save the timesheet. The message, *Timesheet saved*, is displayed.
12. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Leave Requests

Timekeepers may view, add, and submit leave requests for their assigned and delegated Employees. Leave hours requested for the current pay period will populate to the Employee's timesheet when the leave request is submitted for approval. Leave requests submitted for a future pay period(s) will populate to the timesheet when the timesheet is created.

This section includes the following topics:

Viewing Employee Leave Requests

Timekeepers may view leave requests for their assigned and delegated Employees in a list or calendar format. The Leave Request page has search filters to select specific leave requests.

To View Leave Requests:

1. Select the ***Employee Leave Requests*** link from the Employees menu on the Timekeeper Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

Note: Select the **View Calendar** button to view the leave requests in a calendar format.

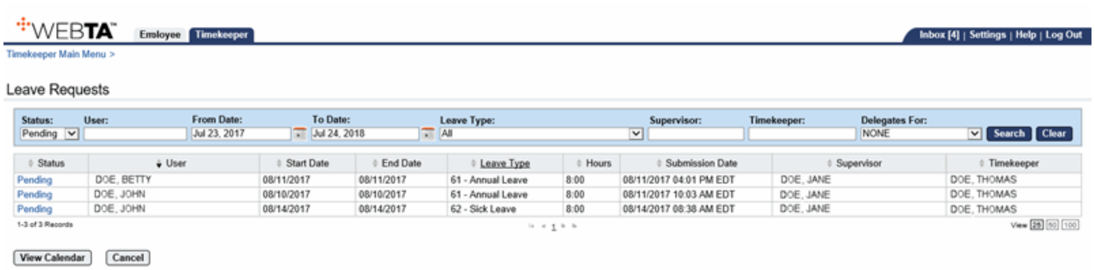


Figure 69: Leave Requests Page

2. Complete the following search filters, if applicable:

   Status (see "***Status Field Instruction***" on page 329)

   User (see "***User Field Instruction***" on page 334)

From Date (see "***From Date Field Instruction***" on page 319)

To Date (see "***To Date Field Instruction***" on page 331)

Leave Type (see "***Leave Type Field Instruction - Search***" on page 321)

Supervisor (see "***Supervisor Field Instruction***" on page 330)

Timekeeper (see "***Timekeeper Field Instruction***" on page 331)

Delegates For (see "***Delegates For Field Instruction***" on page 315)

The following fields are displayed on the Leave Requests page:

Note: Rows may be sorted by selecting the arrow in the applicable column heading.

Status (see "***Status Field Description - All Request Types***" on page 328)

User (see "***User Field Description***" on page 334)

Start Date (see "***Start Date Field Description***" on page 327)

End Date (see "***End Date Field Description***" on page 317)

Leave Type (see "***Leave Type Field Description***" on page 321)

Hours (see "***Hours Field Description***" on page 319)

Submission Date (see "***Submission Date Field Description***" on page 330)

Supervisor (see "***Supervisor Field Description***" on page 330)

Timekeeper (see "***Timekeeper Field Description***" on page 331)

3. Select the link in the Status column to view the leave request. The Leave Request Form page is displayed.

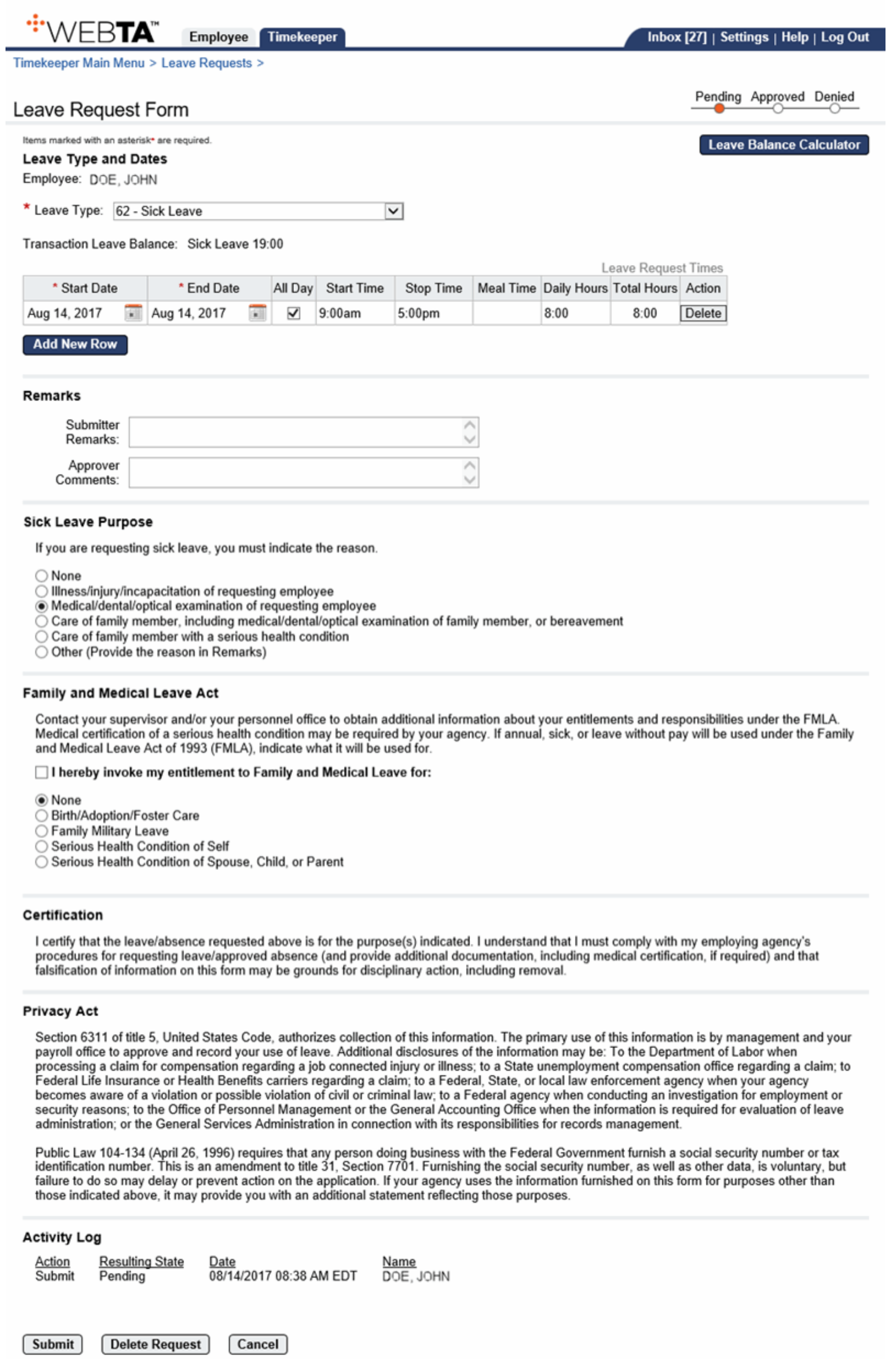


Figure 70: Leave Request Form Page - Viewing

4. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Adding and Submitting a Leave Request for an Employee

Timekeepers may add and submit leave requests for their assigned and delegated Employees in the event that they are unable to do so.

To Add and Submit a Leave Request for an Employee:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

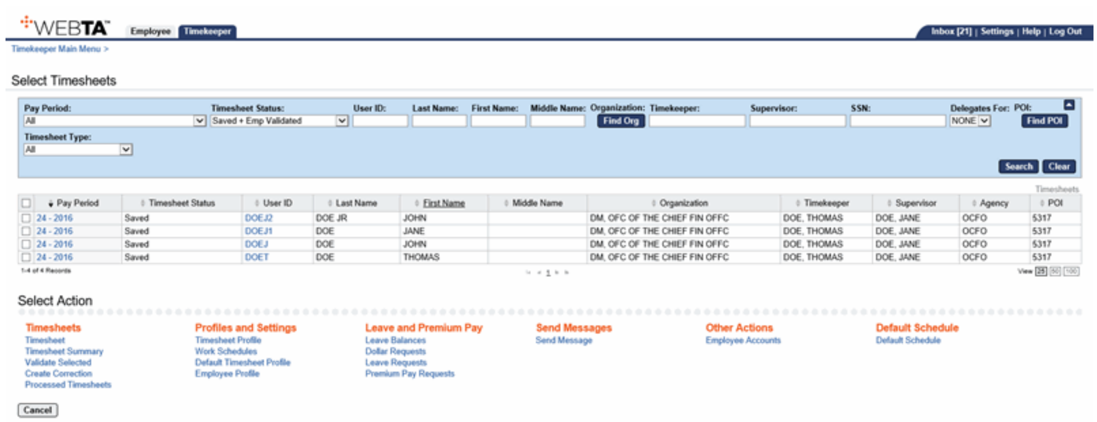


Figure 71: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Leave Requests*** link from the Leave and Premium Pay action menu in the Select Action section. The Leave Requests page for the selected Employee is displayed.

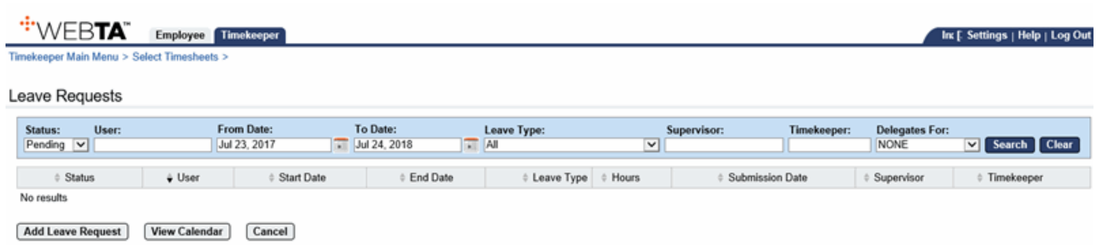
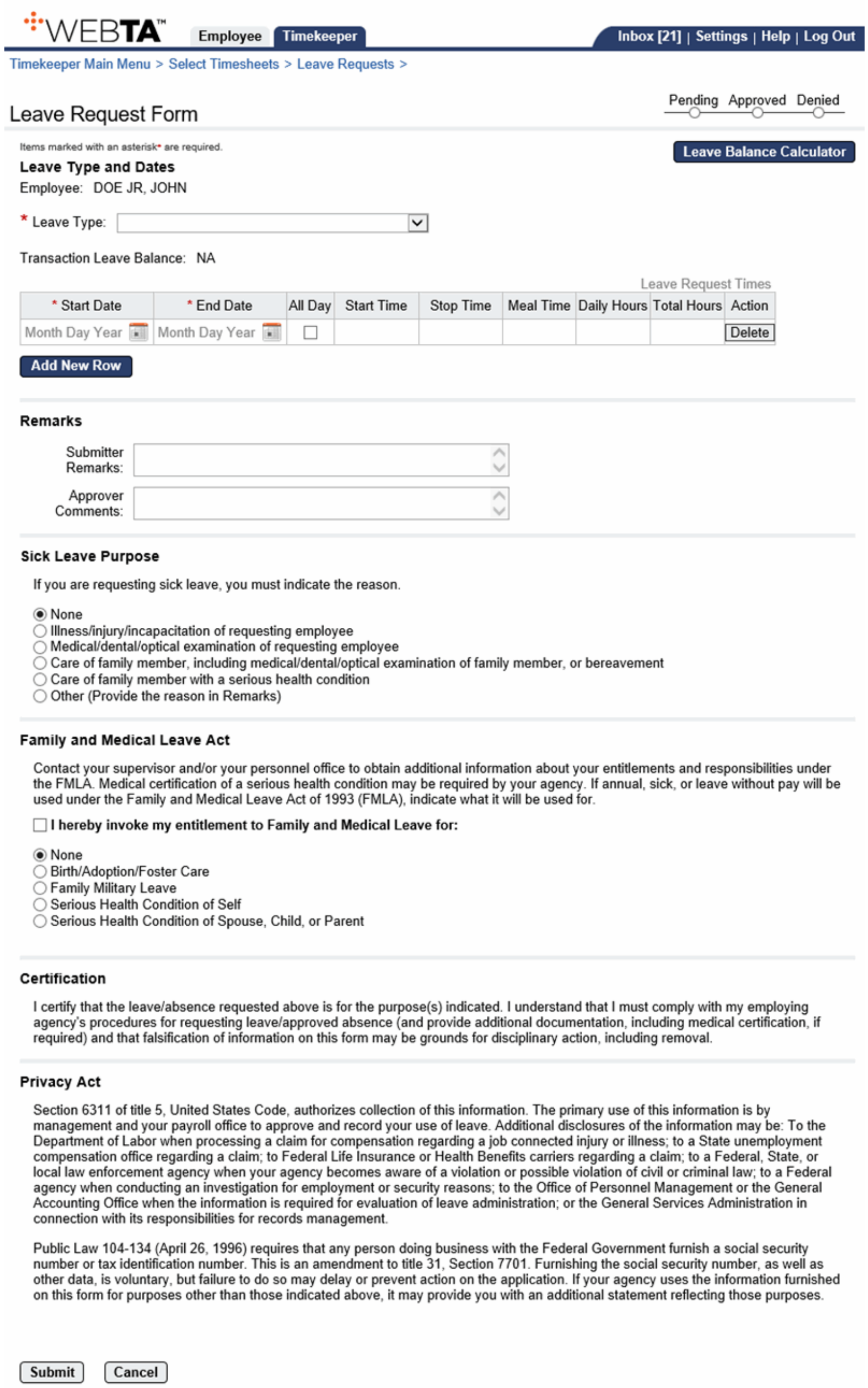


Figure 72: Leave Requests Page - Adding

4. Select the **Add Leave Request** button. The Leave Request Form page is displayed.

Note: The **Leave Balance Calculator** is available to project leave balances.


WEBTA™ Employee Timekeeper Inbox [21] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets > Leave Requests >

Leave Request Form

Pending Approved Denied

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: DOE JR, JOHN

* Leave Type:

Transaction Leave Balance: NA

Leave Request Times

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year							Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Submit Cancel

Figure 73: Leave Request Form Page - Adding

5. Complete the following fields:

Leave Type (see "***Leave Type Field Instruction (Required)***" on page 321)

State Date (see "***Start Date Field Instruction (Required)***" on page 327)

End Date (see "***End Date Field Instruction (Required)***" on page 317)

All Day (see "***All Day Field Instruction***" on page 313)

Start Time (see "***Start Time Field Instruction (Required)***" on page 328)

Meal Time (see "***Meal Time Field Instruction***" on page 322)

Daily Hours (see "***Daily Hours Field Instruction***" on page 315)

Total Hours (see "***Total Hours Field Instruction***" on page 332)

Action (see "***Action Field Instruction***" on page 312)

Add New Row (see "***Add New Row Field Instruction***" on page 313)

Submitter Remarks (see "***Submitter Remarks Field Instruction***" on page 330)

Approver Comments (see "***Approver Comments Field Description***" on page 314)

Sick Leave Purpose (see "***Sick Leave Purpose Field Instruction***" on page 326)

Family and Medical Leave Act (see "***Family and Medical Leave Act Field Instruction***" on page 318)

6. Select the **Submit** button. A confirmation message is displayed stating that the request was successfully updated and added (or will be added when the request is for a future pay period) to the timesheet. The request is routed to the appropriate Supervisor for approval.

Note: The Activity Log is now displayed.

---

7. Select the **Cancel** button to return to the Leave Requests page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Premium Pay Requests

Timekeepers may view, add, and submit premium pay requests for their assigned and delegated Employees. Premium pay hours requested for the current pay period will populate to the Employee's timesheet when the premium pay request is submitted for approval. Premium pay hours requested for a future pay period(s) will populate to the timesheet when the timesheet is created.

This section includes the following topics:

Viewing Employee Premium Pay Requests

Timekeepers may view premium pay requests for their assigned and delegated Employees in a list or calendar format. The Premium Pay Request page has search filters to select specific premium pay requests.

To View Premium Pay Requests:

1. Select the ***Employee Premium Pay Requests*** link from the Employees menu on the Timekeeper Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending premium pay requests.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

Note: Select the **View Calendar** button to view the premium pay requests in a calendar format.

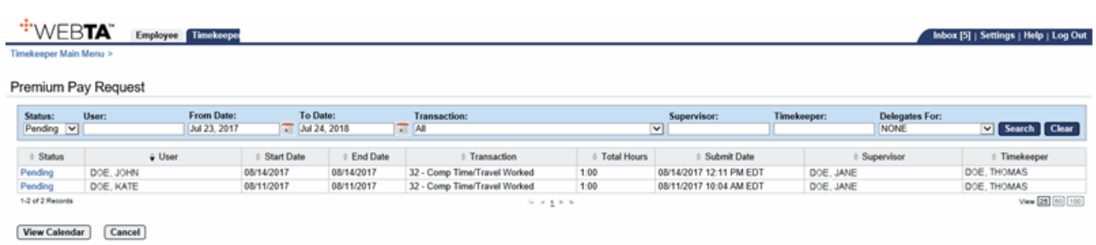


Figure 74: Premium Pay Request Page

2. Complete the following Search filters, if applicable:

Status (see "***Status Field Instruction***" on page 329)

User (see "***User Field Description***" on page 334)

From Date (see "***From Date Field Instruction***" on page 319)

To Date (see "***To Date Field Instruction***" on page 331)

Transaction (see "***Transaction Field Instruction - Premium Pay Request (Required)***" on page 333)

Supervisor (see "***Supervisor Field Instruction***" on page 330)

Timekeeper (see "***Timekeeper Field Instruction***" on page 331)

Delegates For (see "***Delegates For Field Instruction***" on page 315)

The following fields are displayed on the Premium Pay Request page:

Note: Rows may be sorted by selecting the arrow in the applicable column heading.

Status (see "***Status Field Description - All Request Types***" on page 328)

User (see "***User Field Description***" on page 334)

Start Date (see "***Start Date Field Description***" on page 327)

End Date (see "***End Date Field Description***" on page 317)

Transaction (see "***Transaction Field Description - Premium Pay Request***" on page 333)

Total Hours (see "***Total Hours Field Description***" on page 332)

Supervisor (see "***Supervisor Field Description***" on page 330)

Timekeeper (see "***Timekeeper Field Description***" on page 331)

3. Select the link in the Status column to view the premium pay request. The Premium Pay Request page is displayed.

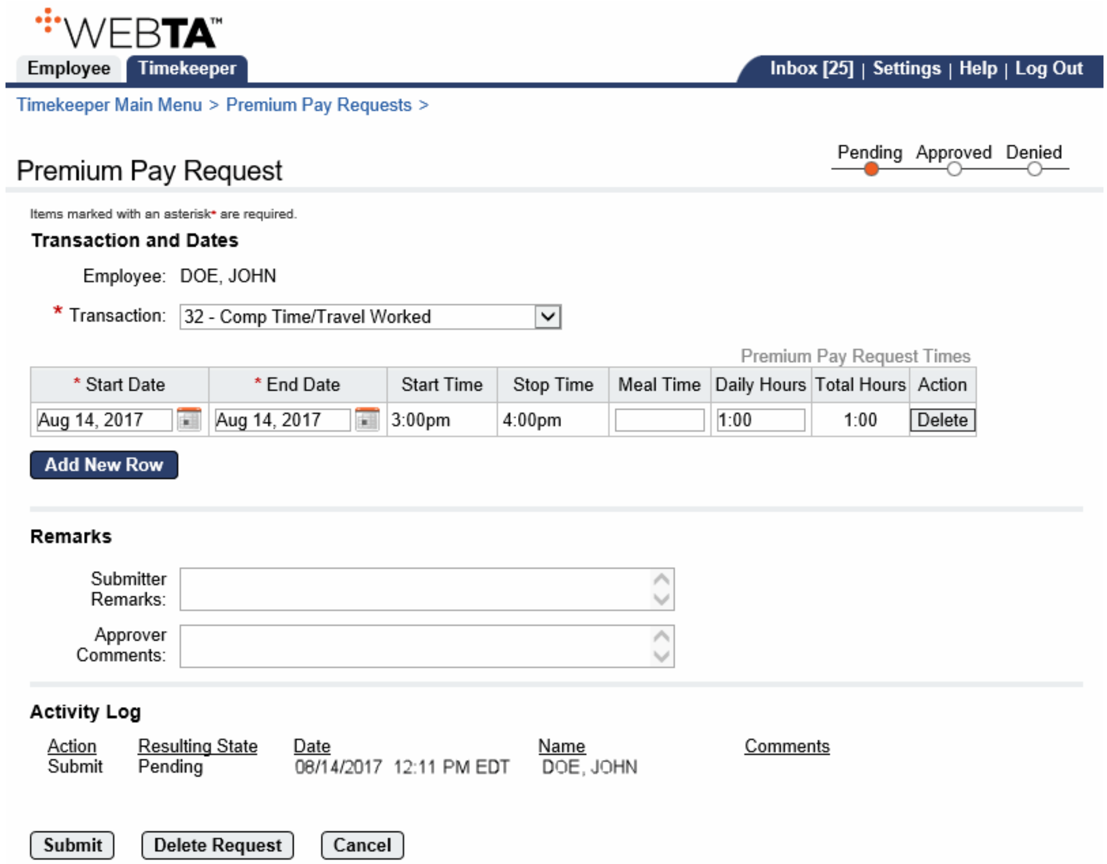


Figure 75: Premium Pay Request Page

4. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Adding and Submitting a Premium Pay Request for an Employee

Timekeepers may add and submit premium pay requests for their assigned and delegated Employees in the event that they are unable to do so.

To Add and Submit a Premium Pay Request for an Employee:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

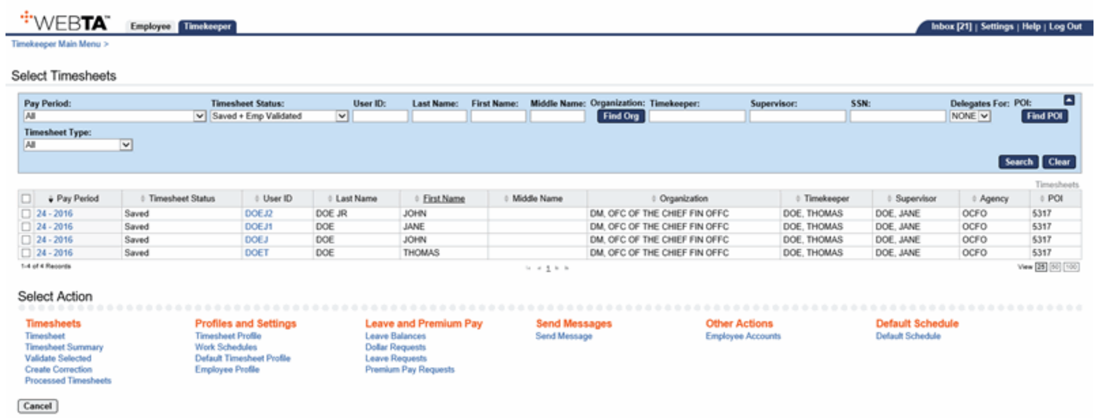


Figure 76: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Premium Pay Requests*** link from the Leave and Premium Pay action menu in the Select Action section. The Premium Pay Request page for the selected Employee is displayed.

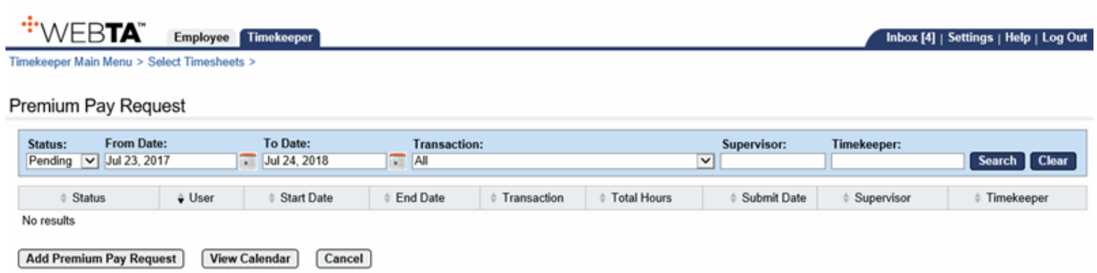


Figure 77: Pemium Pay Request Page - Add

4. Select the **Add Premium Pay Request** button. The Premium Pay Request page is displayed.

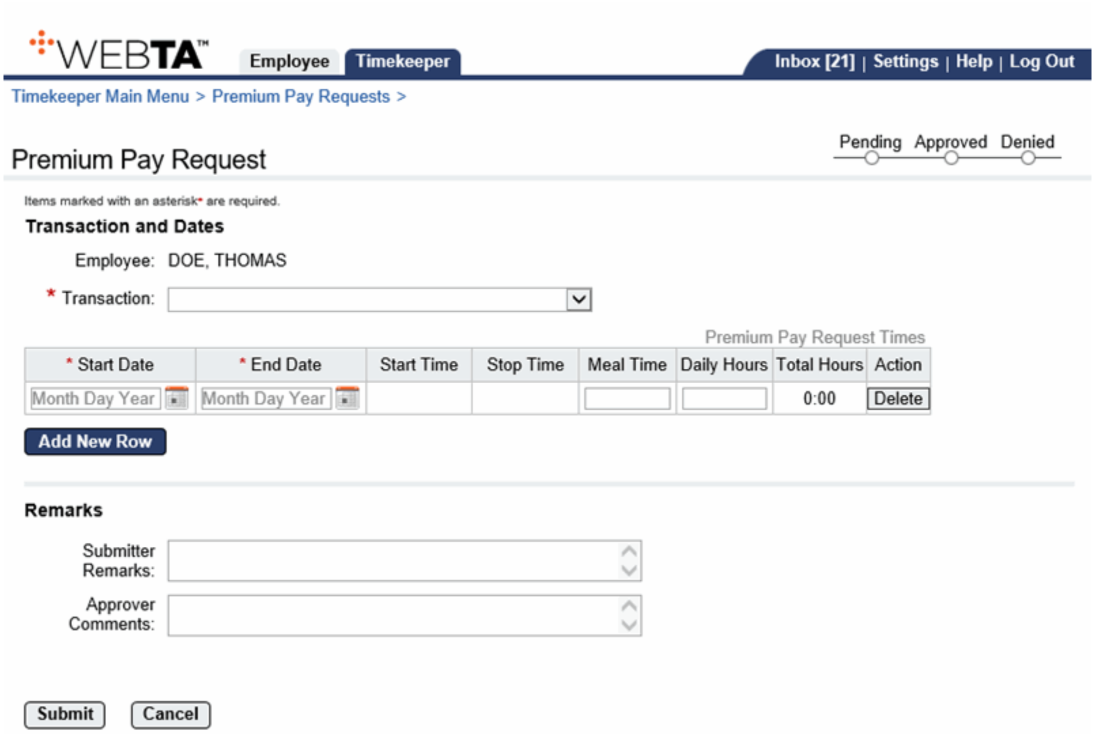


Figure 78: Premium Pay Request Page

5. Complete the following fields:

Transaction (see "***Transaction Field Instruction - Premium Pay Request (Required)***" on page 333)

Start Date (see "***Start Date Field Instruction (Required)***" on page 327)

End Date (see "***End Date Field Instruction (Required)***" on page 317)

Start Time (see "***Start Time Field Instruction (Required)***" on page 328)

Stop Time (see "***Stop Time Field Instruction***" on page 329)

Meal Time (see "***Meal Time Field Instruction***" on page 322)

Daily Hours (see "***Daily Hours Field Instruction***" on page 315)

Total Hours (see "***Total Hours Field Instruction***" on page 332)

Action (see "***Action Field Instruction***" on page 312)

Add New Row (see "***Add New Row Field Instruction***" on page 313)

Submitter Remarks (see "***Submitter Remarks Field Instruction***" on page 330)

Approver Comments (see "***Approver Comments Field Description***" on page 314)

6. Select the **Submit** button. A confirmation message is displayed stating that the request was successfully updated and added (or will be added when the request is for a future pay period) to the timesheet. The request is routed to the appropriate Supervisor for approval.

Note: The Activity Log is now displayed.

7. Select the **Cancel** button to return to the Premium Pay Request page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Dollar Transaction Requests

When employees incur work-related expenses such as commuter transportation, magazine or journal subscriptions, etc., repayment is requested via the Dollar Transaction Request page. Timekeepers may view, add, and submit dollar transaction requests for their assigned and delegated employees. These requests are either approved or denied by the supervisor. If approved, the dollar transaction populates to the most recent uncertified timesheet.

This section includes the following topics:

Viewing Employee Dollar Transactions

Timekeepers may view current or historical dollar transaction requests for their assigned and delegated Employees.

To View Dollar Transactions:

1. Select the ***Employee Dollar Transaction*** link from the Employees menu on the Timekeeper Main Menu page. The Dollar Transaction Requests - Current page is displayed listing current dollar transactions for both assigned and delegated Employees.

Note: Select the **History** button to view historical dollar transaction requests.

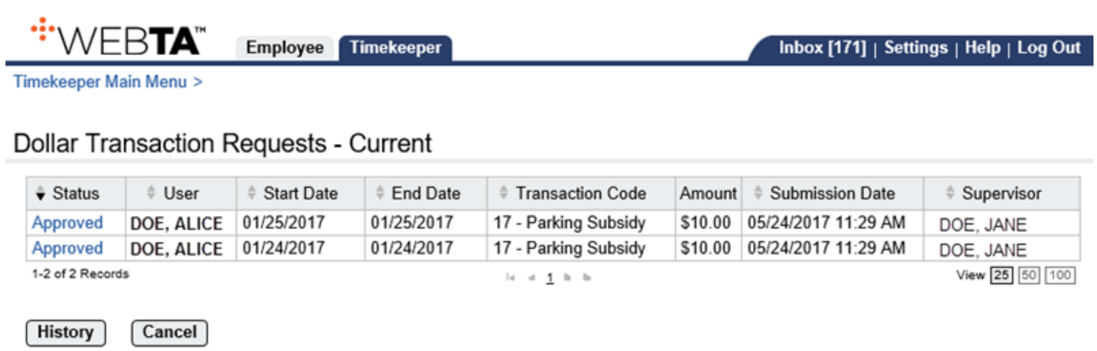


Figure 79: Dollar Transaction Requests - Current Page

The following fields are displayed on the Dollar Transaction Requests - Current page:

Note: Rows may be sorted by selecting the arrow in the applicable column heading.

Status (see "***Status Field Description - All Request Types***" on page 328)

User (see "***User Field Description***" on page 334)

Start Date (see "***Start Date Field Description***" on page 327)

End Date (see "***End Date Field Description***" on page 317)

Transaction Code (see "***Transaction Field Description - Premium Pay Request***" on page 333)

Amount (see "***Amount Field Description***" on page 314)

Submission Date (see "***Submission Date Field Description***" on page 330)

Supervisor (see "***Supervisor Field Description***" on page 330)

2. Select the link in the Status column to view the dollar transaction.

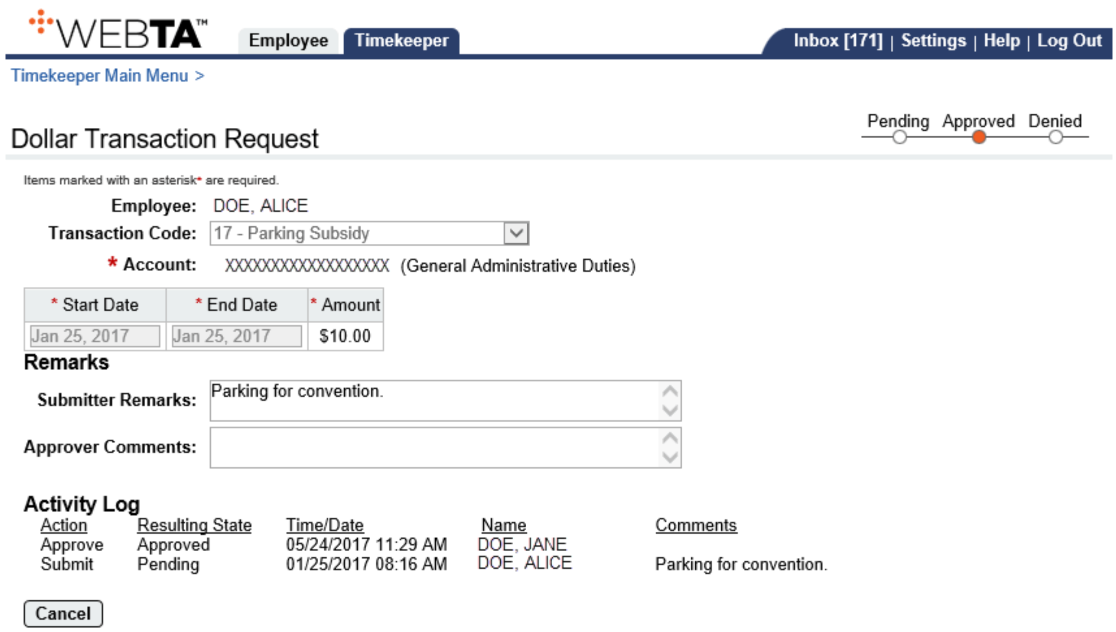


Figure 80: Dollar Transaction Request Page - Viewing

3. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Adding and Submitting a Dollar Transaction for an Employee

Timekeepers may add and submit dollar transactions for their assigned and delegated Employees in the event that they are unable to do so.

To Add and Submit a Dollar Transaction for an Employee:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

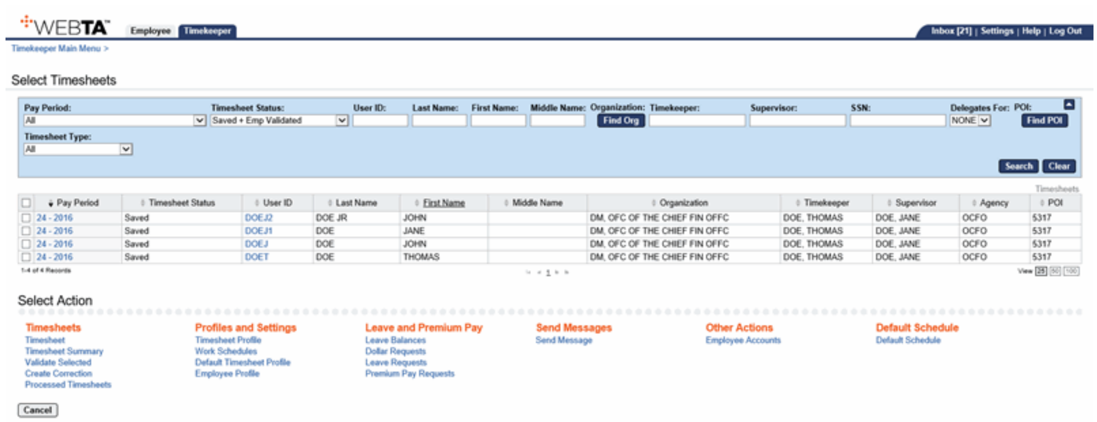


Figure 81: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Dollar Requests*** link from the Leave and Premium Page action menu in the Select Action section. The Dollar Transaction Requests - Current page for the selected Employee is displayed.

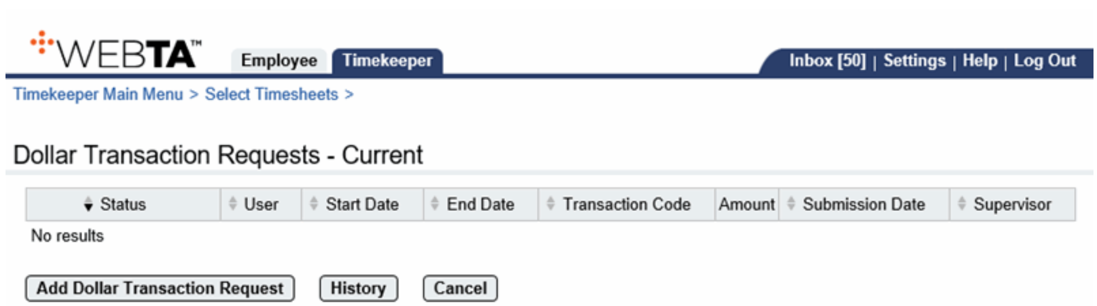


Figure 82: Dollar Transaction Requests Page - Current

4. Select the **Add Dollar Transaction Request** button. The Dollar Transaction Request page is displayed.

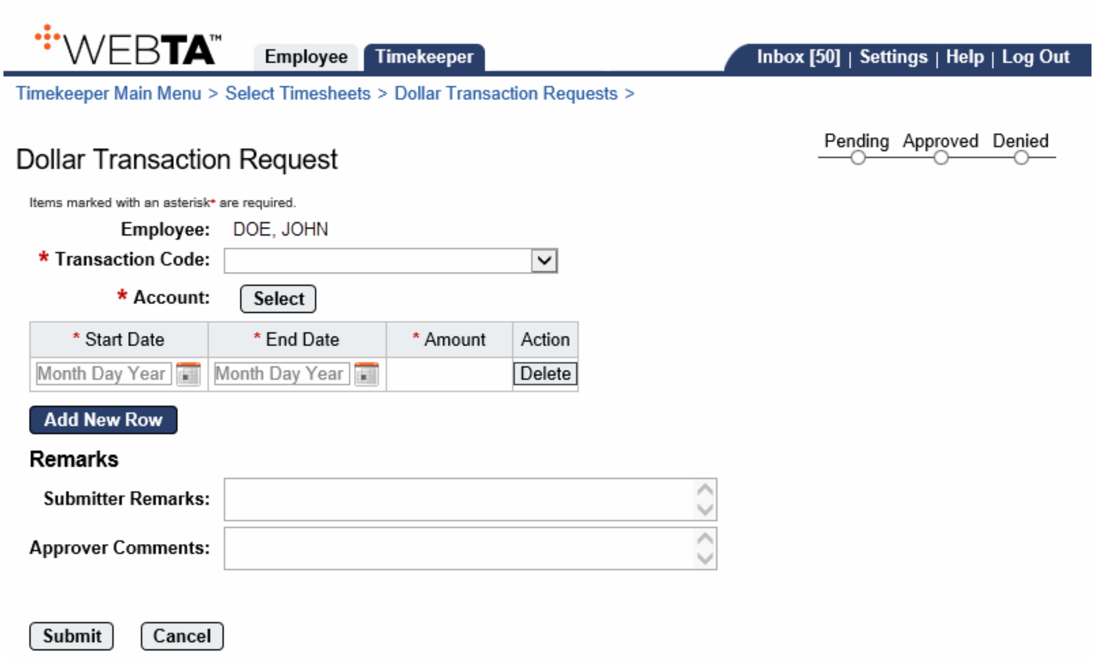


Figure 83: Dollar Transaction Request Page - Adding

5. Complete the following fields:

   Transaction Code (see "***Transaction Code Field Instruction (Required)***" on page 332)

   Account (see "***Account Field Instruction***" on page 312)

   Start Date (see "***Start Date Field Instruction - Requests (Required)***" on page 327)

   End Date (see "***End Date Field Instruction (Required)***" on page 317)

   Amount (see "***Amount Field Instruction (Required)***" on page 314)

   Action (see "***Action Field Instruction***" on page 312)

   Add New Row (see "***Add New Row Field Instruction***" on page 313)

   Submitter Remarks (see "***Submitter Remarks Field Instruction***" on page 330)

   Approver Comments (see "***Approver Comments Field Description***" on page 314)

6. Select the **Submit** button. A confirmation message is displayed and the request is routed to the appropriate Supervisor for approval. If approved, the dollar transaction populates to the most recent uncertified timesheet.

Note: The Activity Log is now displayed.

7. Select the **Cancel** button to return to the previous page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Remarks

webTA allows the use of two types of remarks: daily and pay period. Daily remarks are added to specific time entries and are entered in the Daily Remarks field. The remark is then indicated by a triangle displayed in the corner of the time entry cell. Pay Period remarks are entered in the Pay Period Remarks field which is accessed via the Remarks tab on the Timesheet page. Timekeepers are allowed to enter both types of remarks for their assigned and delegated Employees.

Note: The Action Remarks field on the Timesheet page is used to make notes pertaining to the action being taken on the timesheet at the time it is done. These remarks are displayed in the Activity Log section of the timesheet.

This section includes the following topics:

Daily Remarks

Daily remarks apply to a specific time entry. A triangle displayed in the time entry indicates that there is a remark for that specific entry. Daily remarks display as Timesheet Entry Remarks in the Pay Period Remarks section of the Timesheet Summary page.

To Add a Daily Remark:

1. Select the ***Select Timesheets*** link from the Employee menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

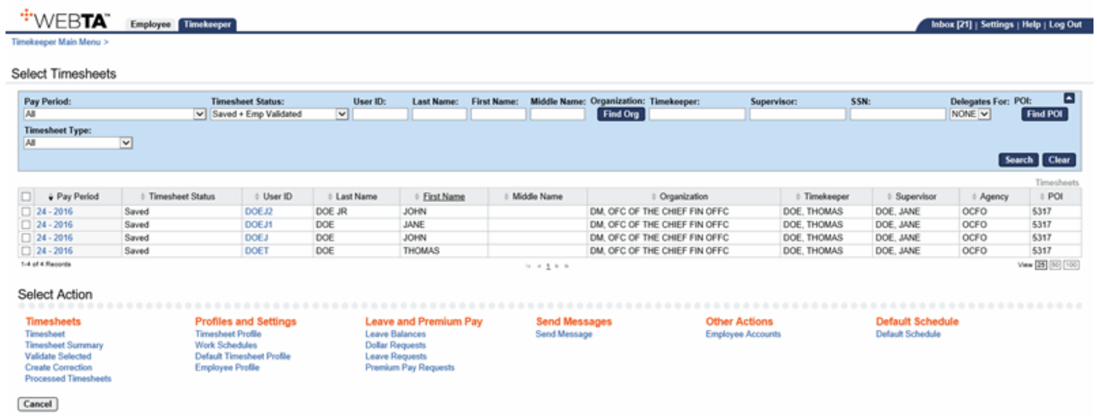


Figure 84: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet*** link from the Timesheets action menu in the Select Action section. The Timesheet page for the selected Employee is displayed.

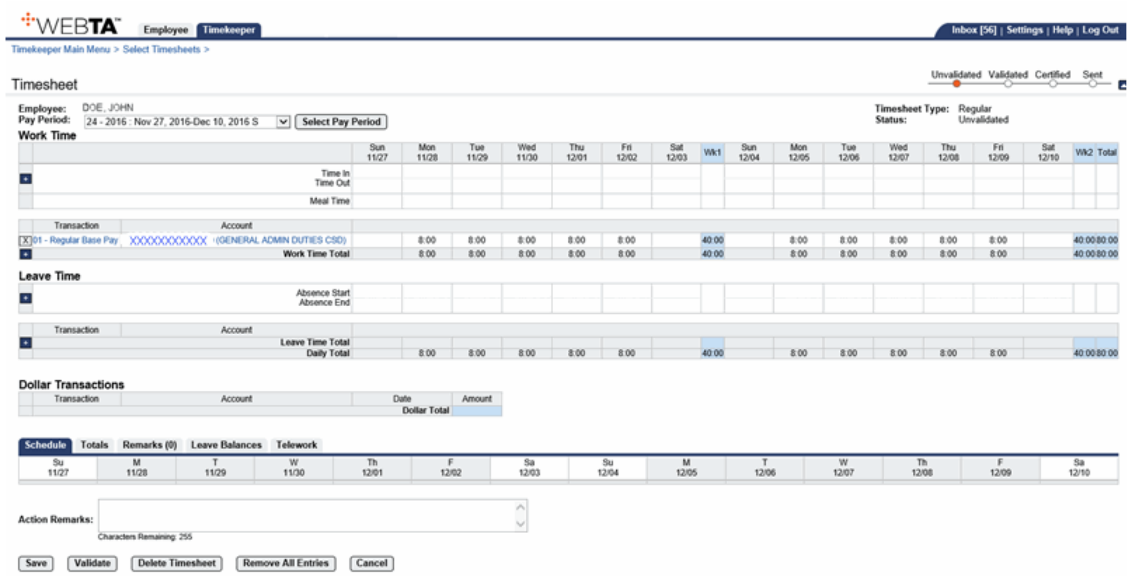


Figure 85: Timesheet Page

4. Select the time entry to which you want to add a remark.

5. Double-click or select **Shift** + **R**. The Remarks tab opens, and a new row is displayed. The row populates with the date and time of the entry, the type of entry, the user name, user ID, the current date and time, and the user's role.

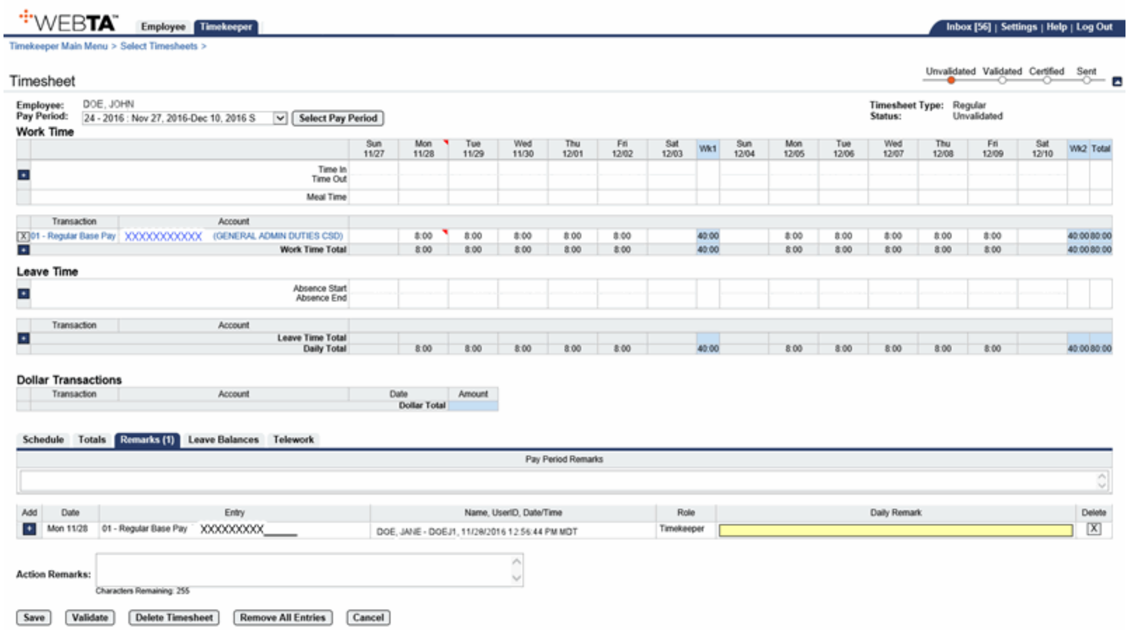


Figure 86: TImesheet Page - Daily Remark

OR

Select the ***Remarks*** tab and select the **+** (plus sign) in the Add column. A new row is displayed. The row populates with the user name, user ID, the current date and time, and the user's role. Select the date from the Date drop-down list.

6. Enter the remark in the Daily Remark field.

7. Select the **Save** button. A triangle appears in the time entry cell to indicate that a remark has been added, and the Remarks tab displays the number of daily remarks on the timesheet.

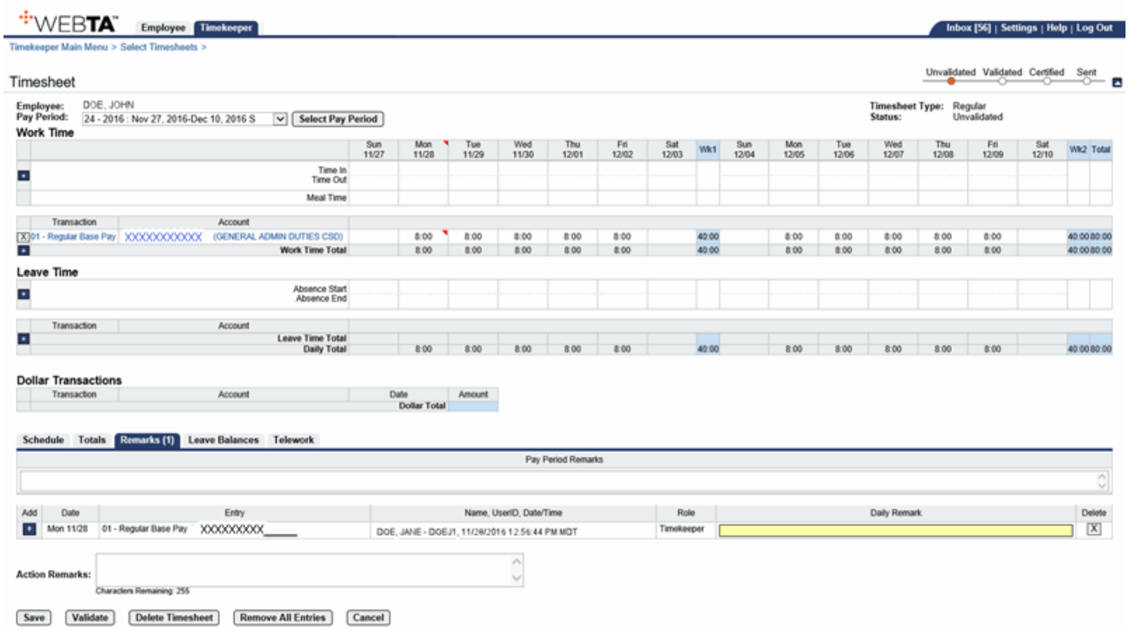


Figure 87: TImesheet Page - Daily Remark

8. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

To Delete a Daily Remark:

1. Select the ***Select Timesheets*** link from the Employee menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

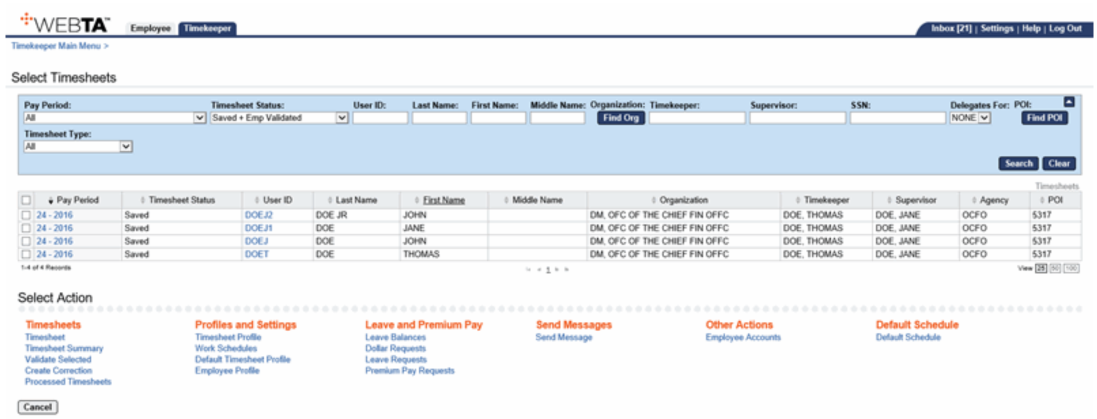


Figure 88: Select Timesheets Page

2. Select the applicable Employee.

3. Select **Timesheet** from the Timesheets action menu in the Select Action section. The Timesheet page for the selected Employee is displayed.

4. Select the ***Remarks*** tab.

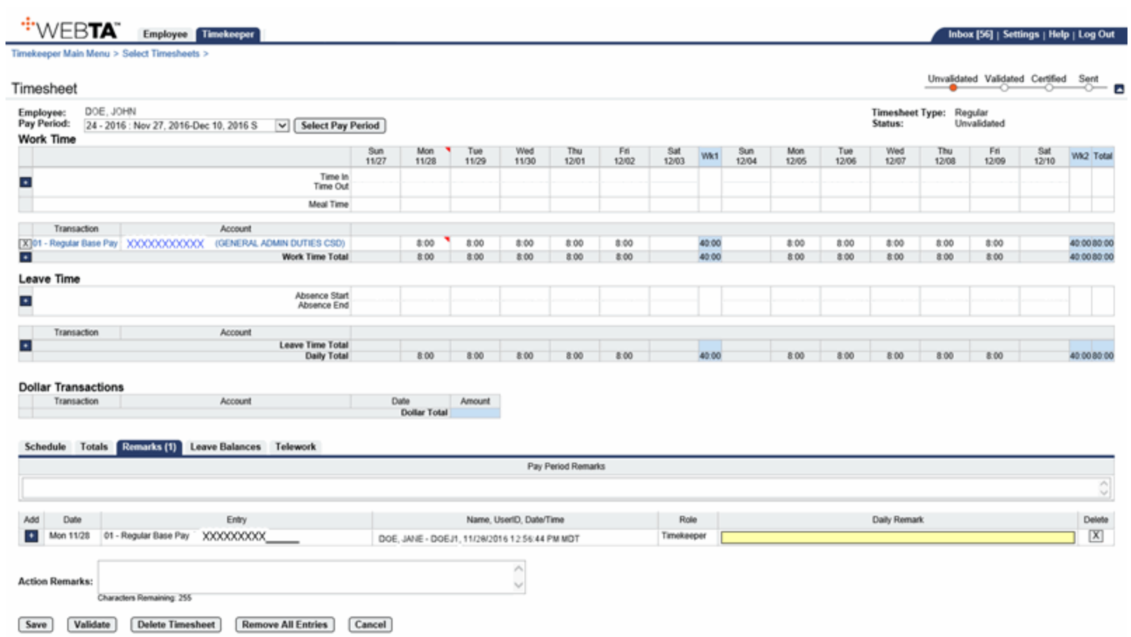


Figure 89: TImesheet Page - Daily Remark

5. Select the **X** in the box of the Delete column on the row that identifies the daily remark that you want to delete. The row is deleted.

6. Select the **Save** button.

7. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Pay Period Remarks

Pay Period Remarks are remarks applicable to a specific pay period. After the pay period remarks are entered and saved, they are displayed in the Pay Period Remarks section of the Timesheet Summary page.

To Add a Pay Period Remark:

1. Select the ***Select Timesheets*** link from the Employee menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

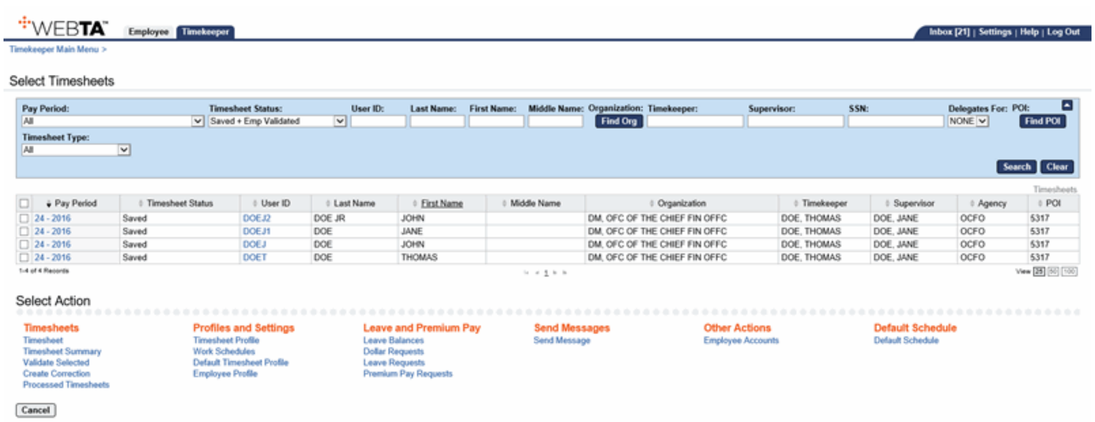


Figure 90: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet*** link from the Timesheet action menu in the Select Action section. The Timesheet page for the selected Employee is displayed.

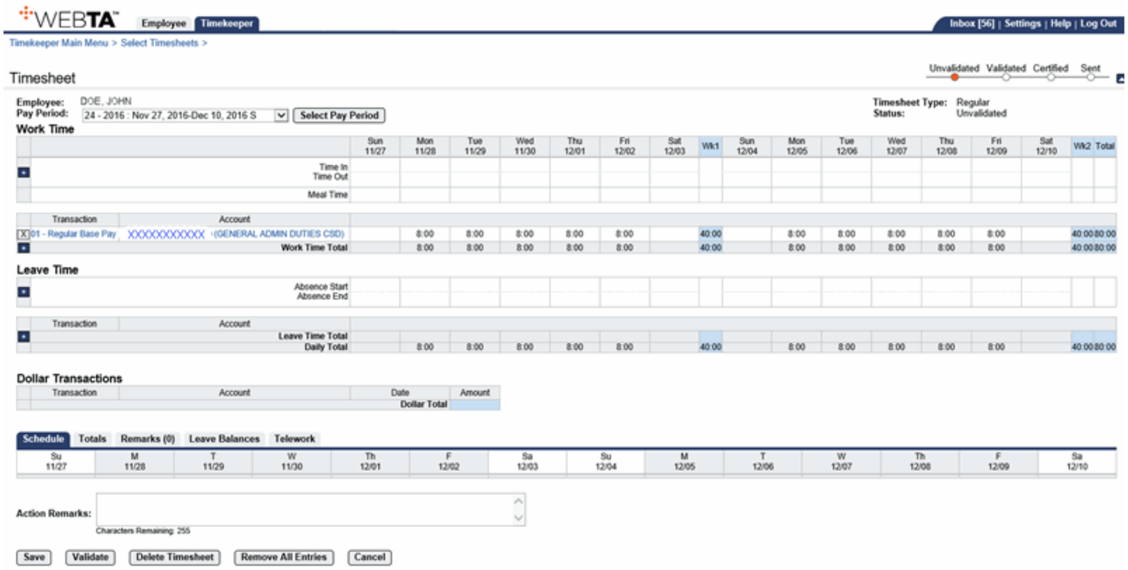


Figure 91: Timesheet Page

4. Select the **Remarks** tab. The Pay Period Remarks field is displayed.

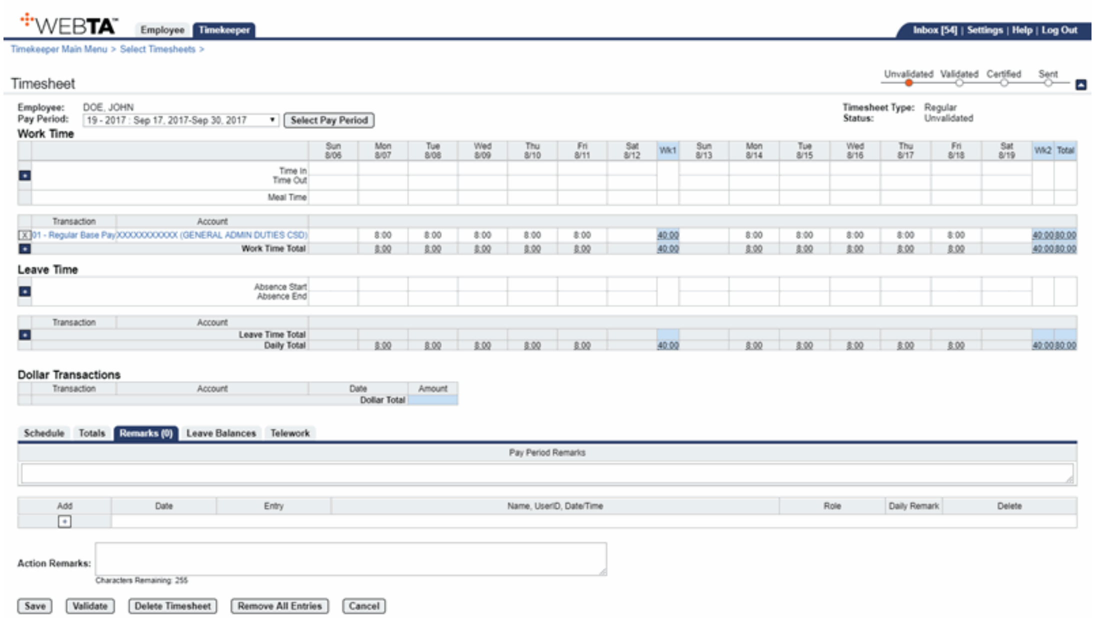


Figure 92: Timesheet Page - Pay Period Remark

5. Enter the remark in the Pay Period Remarks field.

6. Select the **Save** button. The Timesheet is saved with the pay period remarks.

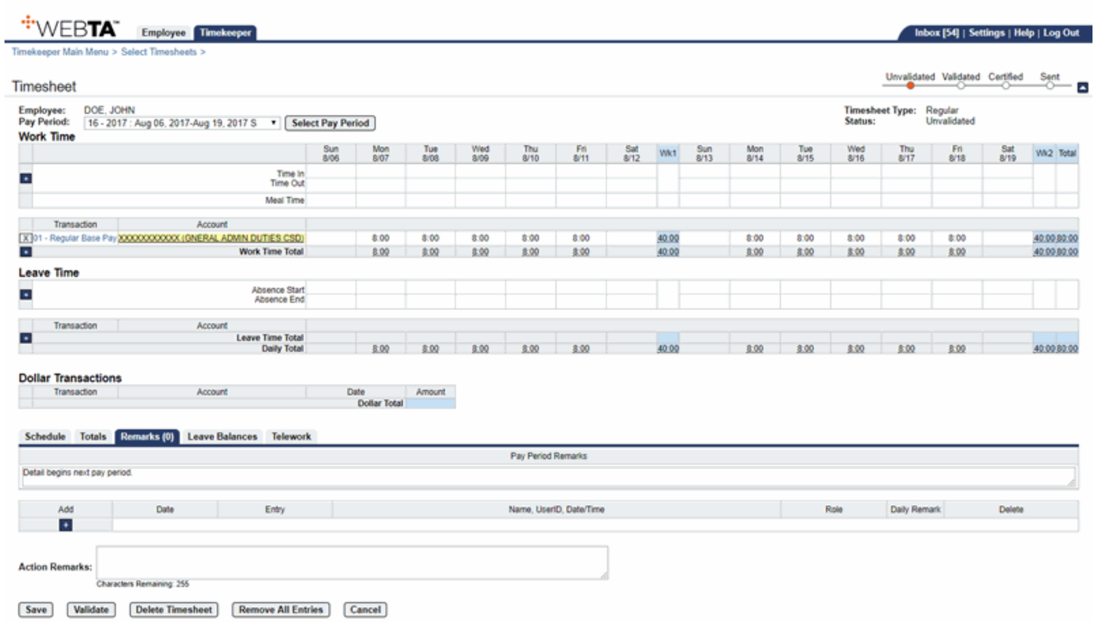


Figure 93: Timesheet Page - Pay Period Remark Added

7. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

To Delete a Pay Period Remark:

1. Select the ***Select Timesheets*** link from the Employee menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

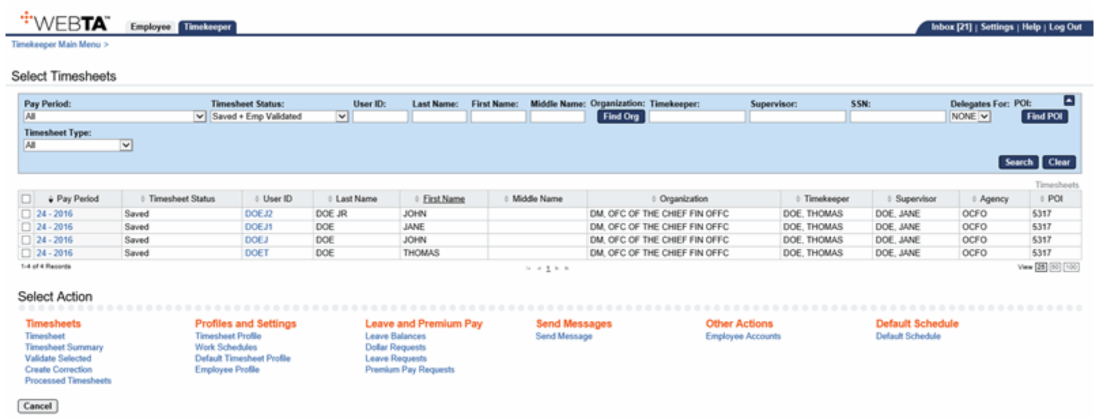


Figure 94: Select Timesheets Page

2. Select the applicable Employee.

3. Select **Timesheet** from the Timesheets action menu in the Select Action section. The Timesheet page for the selected Employee is displayed.

4. Select the ***Remarks*** tab.

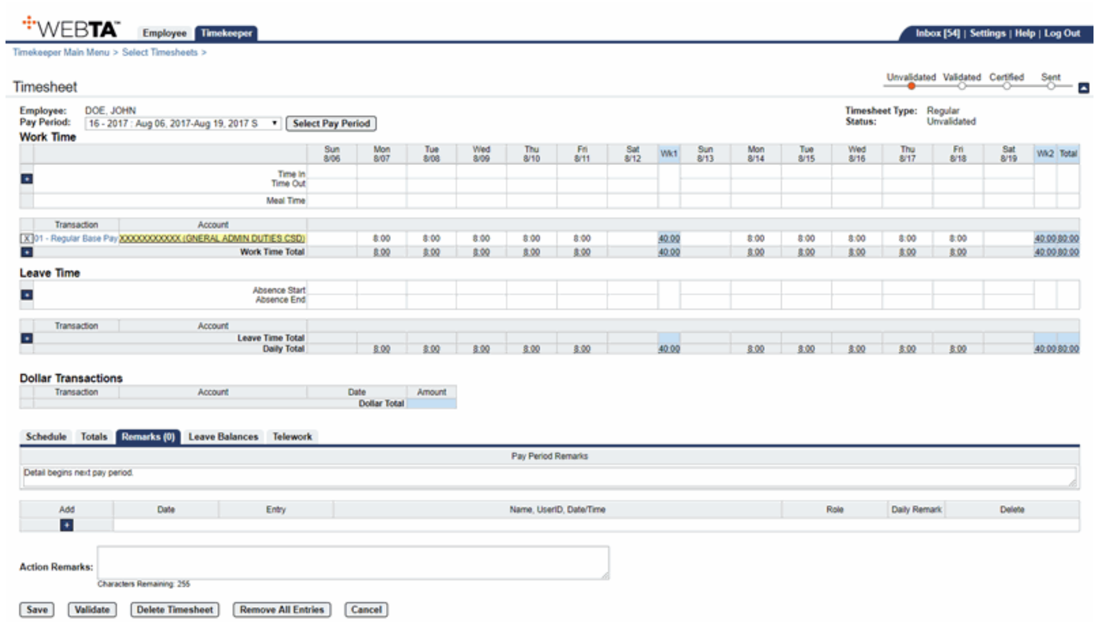


Figure 95: Timesheet Page - Pay Period Remark Added

5. Remove the remark from the Pay Period Remarks field.

6. Select the **Save** button.

7. Select the **Cancel** button to return to the Select Timesheets page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Timesheet Summary

Timekeepers can view the Timesheet Summary page of their assigned and delegated Employees. The Timesheet Summary page displays a read-only snapshot of the pay period.

To View a Timesheet Summary:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

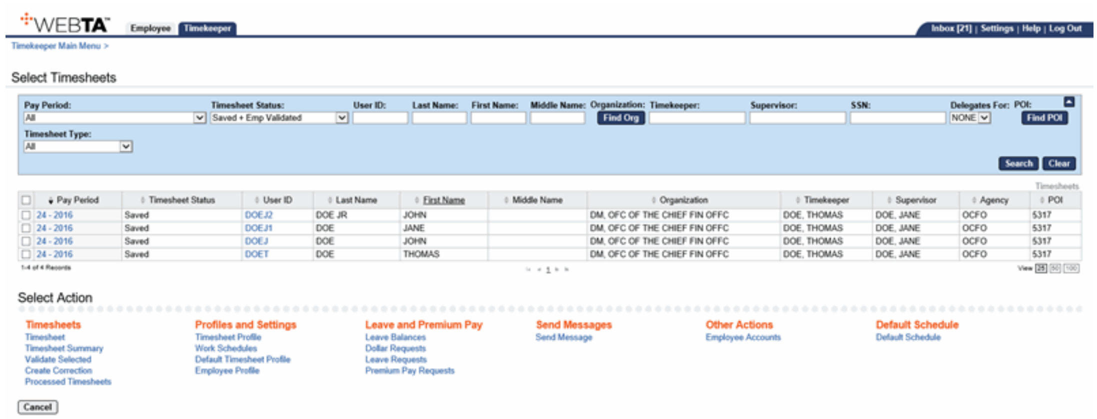


Figure 96: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Timesheet Summary*** link from the Timesheets action menu in the Select Action section. The Timesheet Summary page for the selected Employee is displayed.

Note: To change the pay period, select the applicable pay period from the drop-down list and select the **Select Pay Period** button to display the timesheet summary.

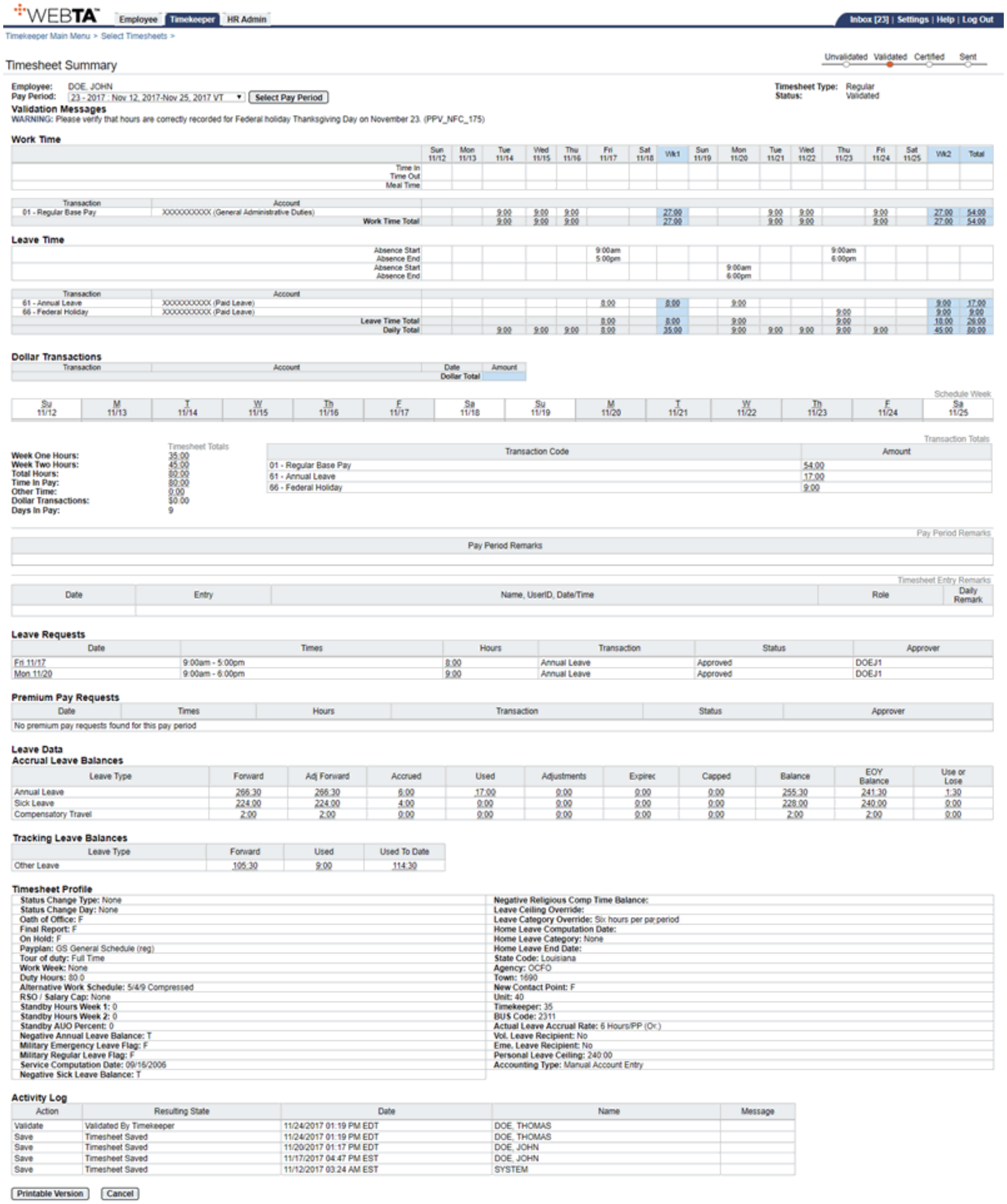


Figure 97: Timesheet Summary Page

Along with the Employee's name and the pay period, the following information associated with the pay period is displayed, if applicable:

- Validation messages - Displays any errors or warnings applicable to the timesheet.

Note: Any errors must be corrected before a timesheet can be validated.

- Work Time - Displays the TCs, hours, and accounting charged for work time.
- Leave Time - Displays the TCs, hours, and accounting charged for leave time.
- Dollar Transactions - Displays the TCs, amounts, and accounting charged for dollar transactions.
- Schedule Week - Displays the assigned work schedule.
- Timesheet Totals - Displays Totals, including Weekly, Total Hours, Time in Pay, Other Time, Dollar Transactions, and Days in Pay. Depending on licensing, totals for Telework, Labor Distribution and Case Tracking may also be listed.
- Transaction Totals - Displays a breakdown of hours by work and leave time TCs.
- Pay Period Remarks - Displays any pay period remarks.
- Timesheet Entry Remarks - Displays the remarks entered for specific time entries.
- Leave Requests - Displays leave request(s) and status of each request.
- Premium Pay Requests - Displays premium pay request(s) and status of each request.
- Leave Data - Displays the Employee's accrual and tracking leave data.
- Timesheet Profile - Displays the timesheet profile information.
- Activity Log - Displays all actions taken on the timesheet by all roles, including the type of action (Save), the resulting state (Timesheet Saved), the date and time of each action, the user's name, and the message that the user entered in the Action Remarks field on the timesheet, if any.
- Labor Distribution - Displays the Employee's labor distribution information, if applicable.
- Continuation of Pay (COP) - Displays the Employee's COP information, if applicable.

4. Select the **Printable Version** button to view a printable version of the Timesheet Summary.

   OR

   Select the **Cancel** button to return to the previous page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Validating Timesheets

Timekeepers can validate timesheets for their assigned and delegated Employees in the event that they are unable to do so. Timesheets may be validated from a list of Employees or directly from the timesheet and may be validated individually or as a group.

When validating, any errors on the timesheet will be displayed and must be resolved before the timesheet can be validated. Any warnings displayed on the timesheet should be resolved; however, a timesheet can be validated with warnings.

Note: Master Timekeepers are allowed to Override Validation errors, but these errors still may not pass the TIME edits at NFC.

To Validate While Viewing the Timesheet:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

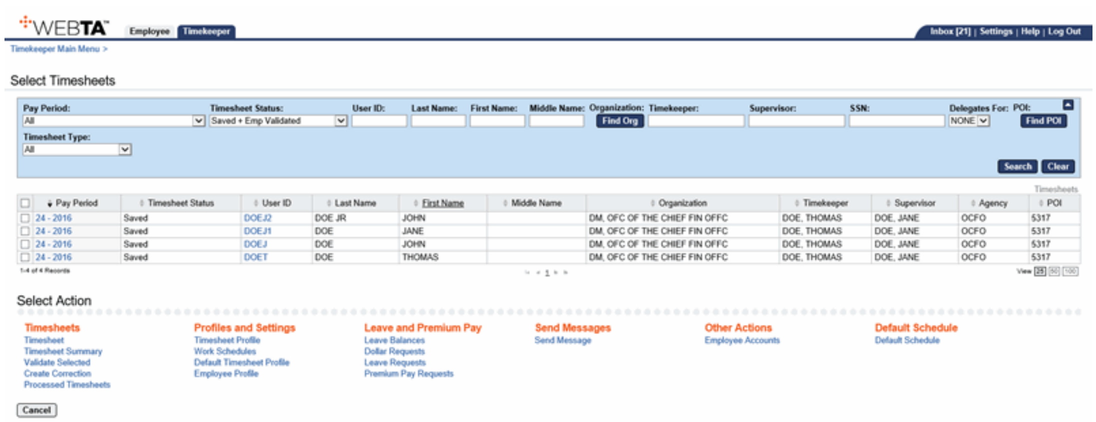


Figure 98: Select Timesheets Page

2. Select the applicable timesheet to validate.

3. Select the ***Timesheet*** link from the Timesheets action menu in the Select Action section. The Timesheet page for the selected Employee is displayed.

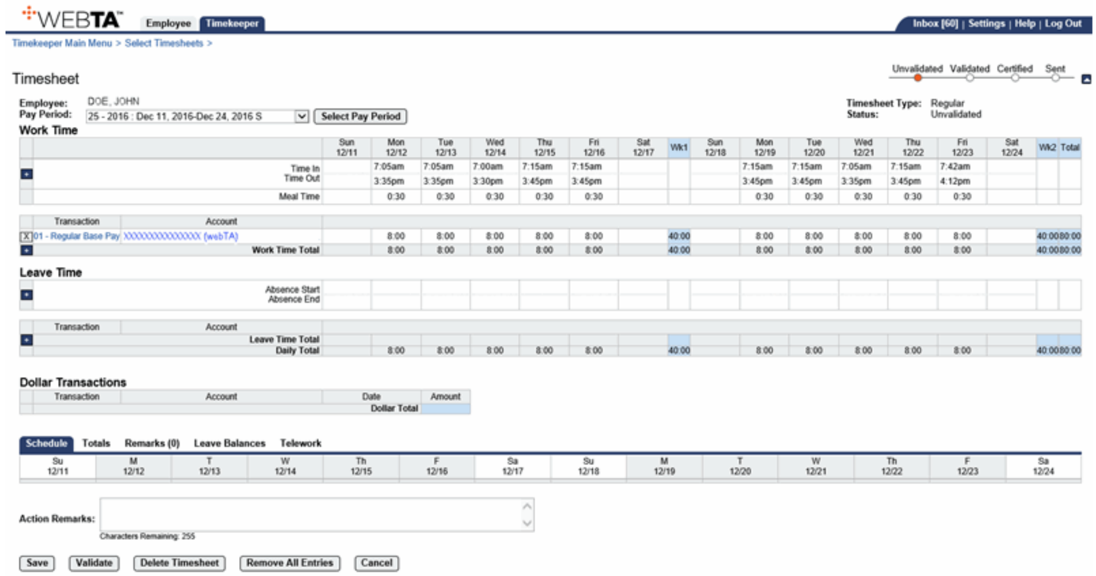


Figure 99: Timesheet Page - Validate

4. Select the **Validate** button. The Timesheet page now has the status marked **`Validated`** and the message, *Timesheet validated successfully*, displayed.

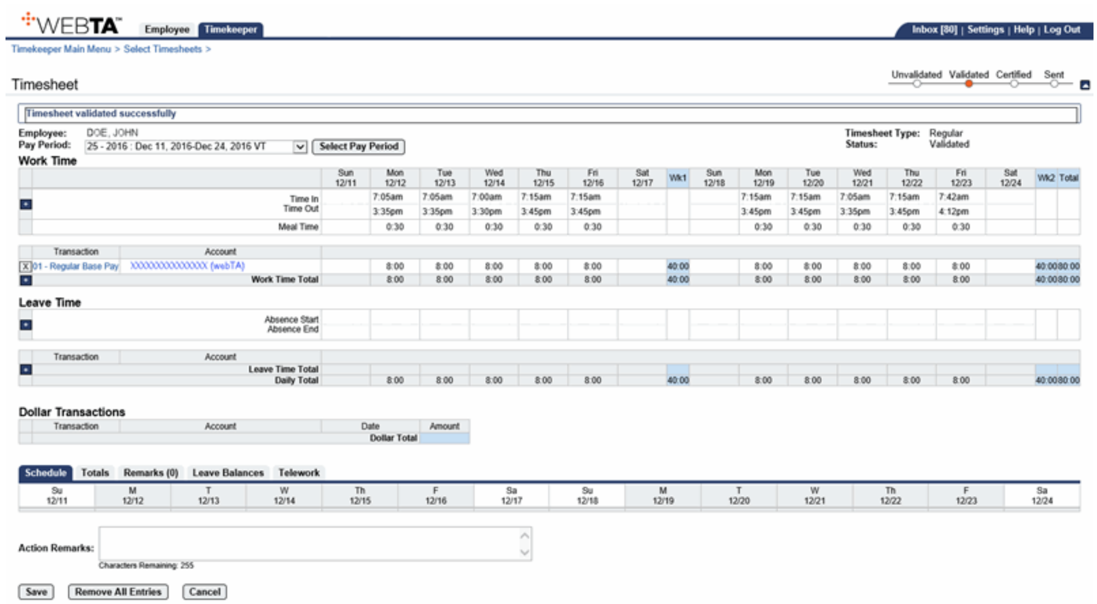


Figure 100: Timesheet Page - Successfully Validated

5. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

To Validate Multiple Timesheets:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

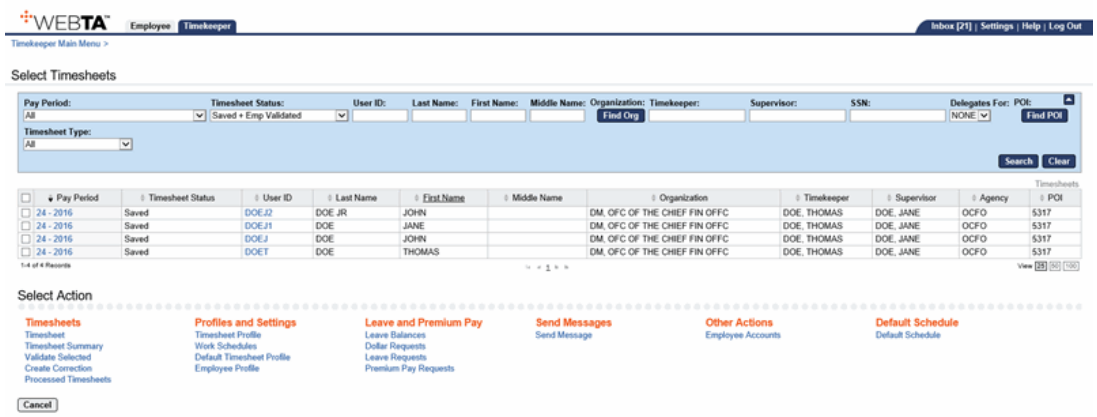


Figure 101: Select Timesheets Page

2. Select the applicable timesheets to validate.

3. Select the ***Validate Selected*** link from the Timesheets action menu in the Select Action section. The Timesheet Validation page is displayed indicating that this is the first timesheet of the number of timesheets selected.

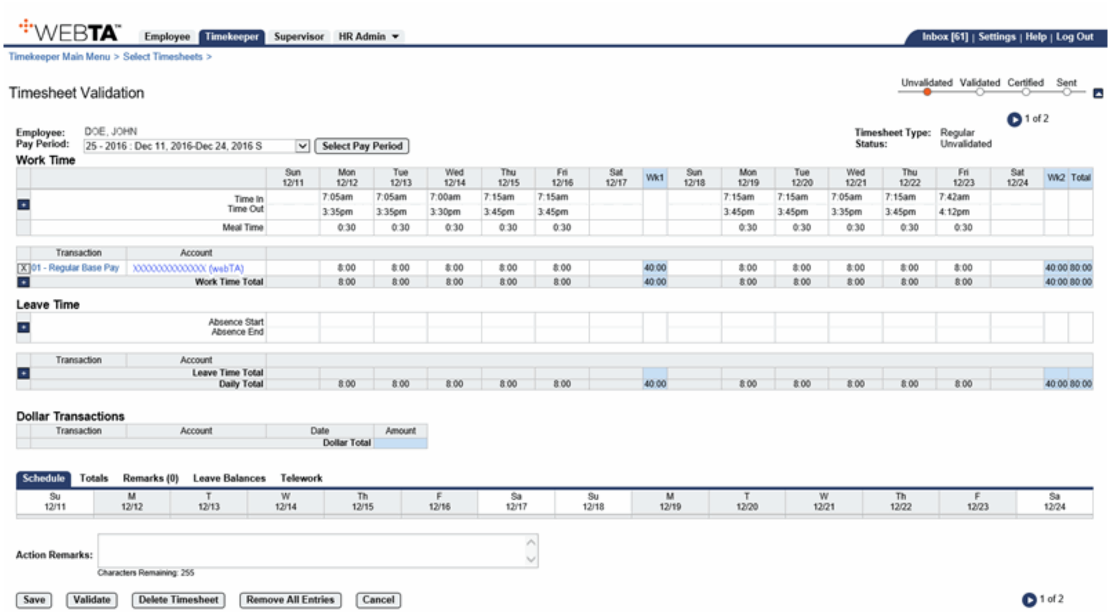


Figure 102: Timesheet Validation Page

4. Select the **Validate** button. If no errors are present, the Timesheet Validation page now has the status marked `Validated` and the message, *Timesheet validated successfully*, displayed.

5. Select the arrow to move to the next timeheet. The next Timesheet Validation page is displayed.

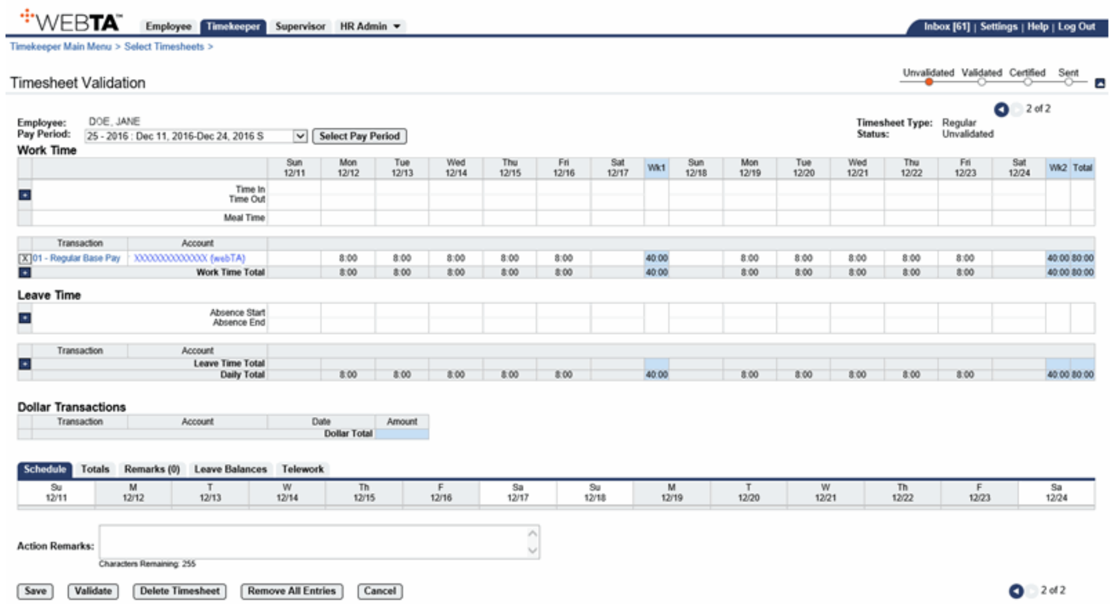


Figure 103: Timesheet Validatation Page 2

6. Select the **Validate** button. If there are no errors, the Timesheet Validation page now has the status marked **`Validated`** and the message, *Timesheet validated successfully*, displayed.

7. Continue these steps through all selected timesheets.

8. Select the **Cancel** button to return to the Select Timesheets page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Corrected Timesheets

webTA allows Timekeepers to create corrected timesheets going back one year, provided the original timesheet was created using webTA. There are three types of corrections. A corrected timesheet cannot be coded **Final**. Remarks are required on a corrected timesheet.

Note: If a timesheet is available for a given pay period, it is designated as **Historical** and will be copied for the correction. This is referred to as a historical correction. If a timesheet is not available, it is designated as **Missing**, and a new historical record must be created. This is referred to as a non-historical correction.

- Local corrections - Local corrections allow a Timekeeper to correct a timesheet locally without transmitting it to NFC during the build process. Timekeepers can create historical local corrections, but only Master Timekeepers can create non-historical local corrections. Local corrections can be validated and certified just like regular timesheets but will not be transmitted to NFC. Local corrections are displayed as **(LC)**.
- Prior Corrections - Prior corrections allow a Timekeeper to create a non-historical correction (missing timesheet) without the restriction of regular corrections (regular corrections are limited to the previous 26 pay periods or 1 year). Prior corrections can be validated and certified just like regular timesheets and will be transmitted to NFC. Prior corrections are displayed as **(P)**.
- Regular Corrections - Regular corrections allow a Timekeeper to correct a regular timesheet that is less than 1 year old (cannot go back more than 26 pay periods). Timekeepers can create a non-historical correction. For non-historical corrections, Timekeepers will first have to create timesheet profile data for the Employee and then create the timesheet for the selected pay period. For historical corrections, available timesheets for the selected pay period will be loaded for making changes. Regular corrections will be transmitted to NFC. Regular corrections are displayed as **(C)**.

Note: When the correction (local, prior, and regular) is completed and built, the system will roll updated leave balances forward to the current pay period for the Employee. This only applies if all of the intervening pay period records exist in the database for the selected Employee.

To Correct an Employee's Timesheet:

1. Select the ***Select Timesheets*** link from the Employees section on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

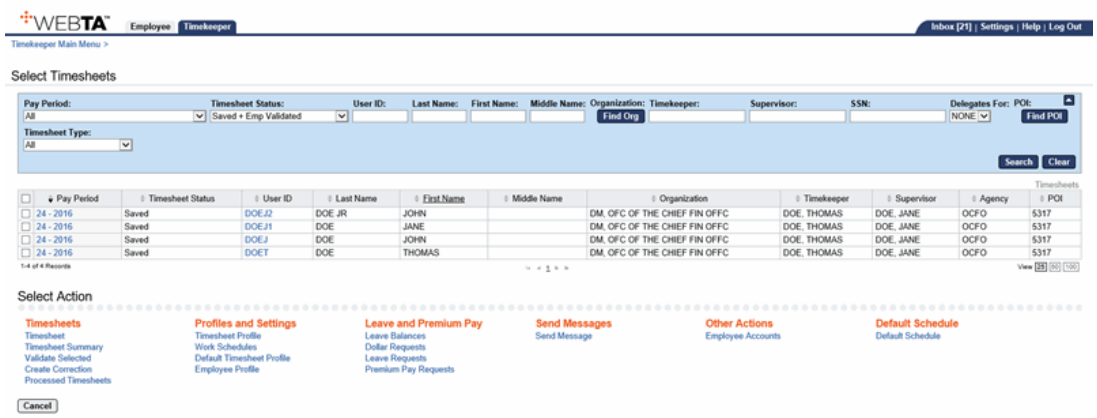
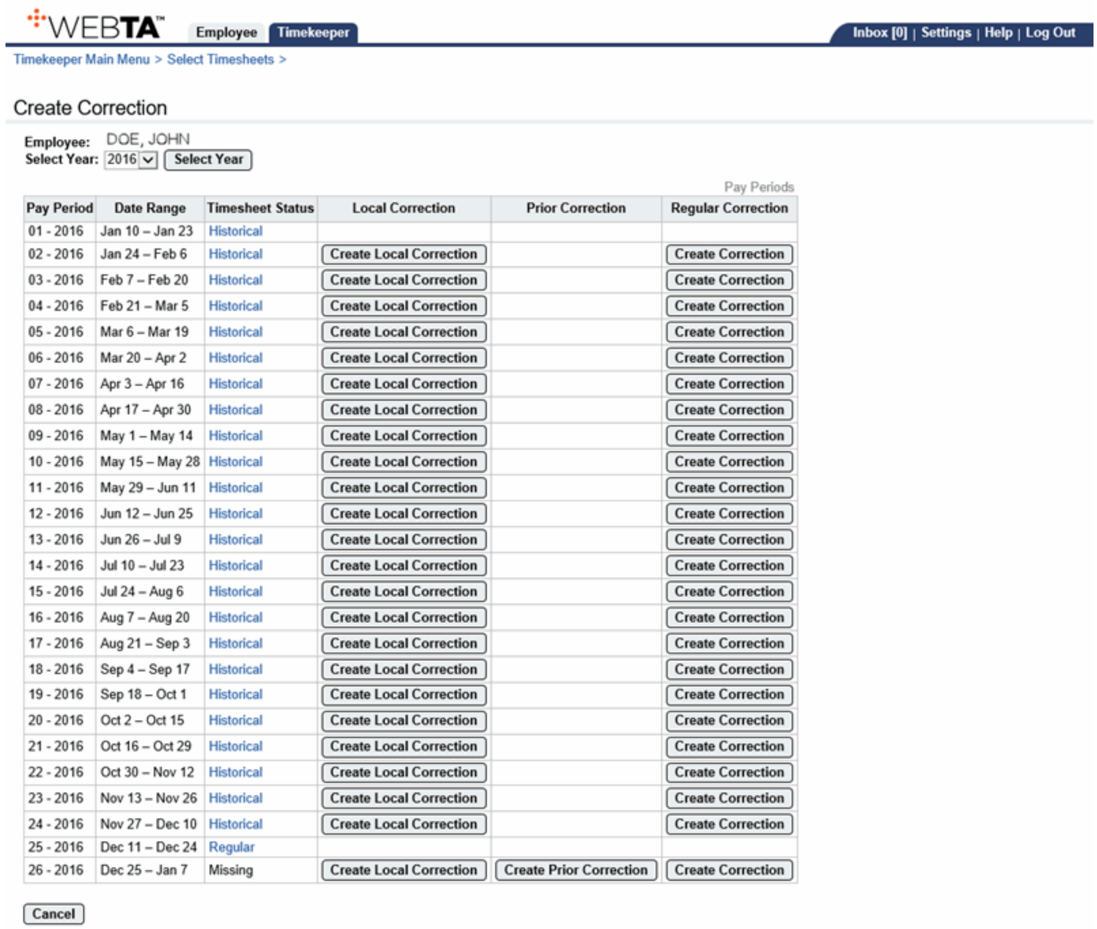


Figure 104: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Create Correction*** link from the Timesheets action menu in the Select Action section. The Create Correction page for the selected Employee is displayed.



WEBTA Employee Timekeeper Inbox [0] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Create Correction

Employee: DOE, JOHN
Select Year: 2016 Select Year

Pay Periods

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2016	Jan 10 – Jan 23	Historical			
02 - 2016	Jan 24 – Feb 6	Historical	Create Local Correction		Create Correction
03 - 2016	Feb 7 – Feb 20	Historical	Create Local Correction		Create Correction
04 - 2016	Feb 21 – Mar 5	Historical	Create Local Correction		Create Correction
05 - 2016	Mar 6 – Mar 19	Historical	Create Local Correction		Create Correction
06 - 2016	Mar 20 – Apr 2	Historical	Create Local Correction		Create Correction
07 - 2016	Apr 3 – Apr 16	Historical	Create Local Correction		Create Correction
08 - 2016	Apr 17 – Apr 30	Historical	Create Local Correction		Create Correction
09 - 2016	May 1 – May 14	Historical	Create Local Correction		Create Correction
10 - 2016	May 15 – May 28	Historical	Create Local Correction		Create Correction
11 - 2016	May 29 – Jun 11	Historical	Create Local Correction		Create Correction
12 - 2016	Jun 12 – Jun 25	Historical	Create Local Correction		Create Correction
13 - 2016	Jun 26 – Jul 9	Historical	Create Local Correction		Create Correction
14 - 2016	Jul 10 – Jul 23	Historical	Create Local Correction		Create Correction
15 - 2016	Jul 24 – Aug 6	Historical	Create Local Correction		Create Correction
16 - 2016	Aug 7 – Aug 20	Historical	Create Local Correction		Create Correction
17 - 2016	Aug 21 – Sep 3	Historical	Create Local Correction		Create Correction
18 - 2016	Sep 4 – Sep 17	Historical	Create Local Correction		Create Correction
19 - 2016	Sep 18 – Oct 1	Historical	Create Local Correction		Create Correction
20 - 2016	Oct 2 – Oct 15	Historical	Create Local Correction		Create Correction
21 - 2016	Oct 16 – Oct 29	Historical	Create Local Correction		Create Correction
22 - 2016	Oct 30 – Nov 12	Historical	Create Local Correction		Create Correction
23 - 2016	Nov 13 – Nov 26	Historical	Create Local Correction		Create Correction
24 - 2016	Nov 27 – Dec 10	Historical	Create Local Correction		Create Correction
25 - 2016	Dec 11 – Dec 24	Regular			
26 - 2016	Dec 25 – Jan 7	Missing	Create Local Correction	Create Prior Correction	Create Correction

Cancel

Figure 105: Create Correction Page

4. Select the applicable correction type button. The Timesheet is displayed with the Timesheet Type displayed and the Status listed.

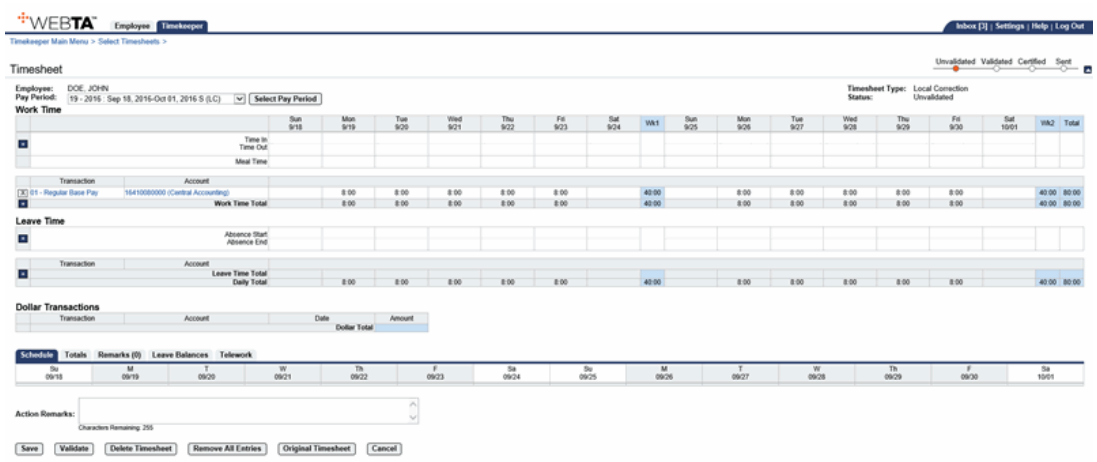


Figure 106: Timesheet Page - Correction

5. Make the applicable corrections.

Note: An **Original Timesheet** button is provided in order to view original timesheet. Select the **Show Correction** button to return to the corrected timesheet.

6. Enter applicable remarks in the Action Remarks field.

Note: This is a required field.

7. Select the ***Remarks (0)*** tab. Enter applicable remarks in the Pay Period Remarks field.

8. Select the **Save** button. The message, *Timesheet saved*, is displayed.

9. Select the **Validate** button. The Timesheet Status is displayed as **`Validated,`** and a notification is sent to the Employee.

10. Select the **Cancel** button to return to the Select Timesheets page. The Timesheet is listed as corrected.

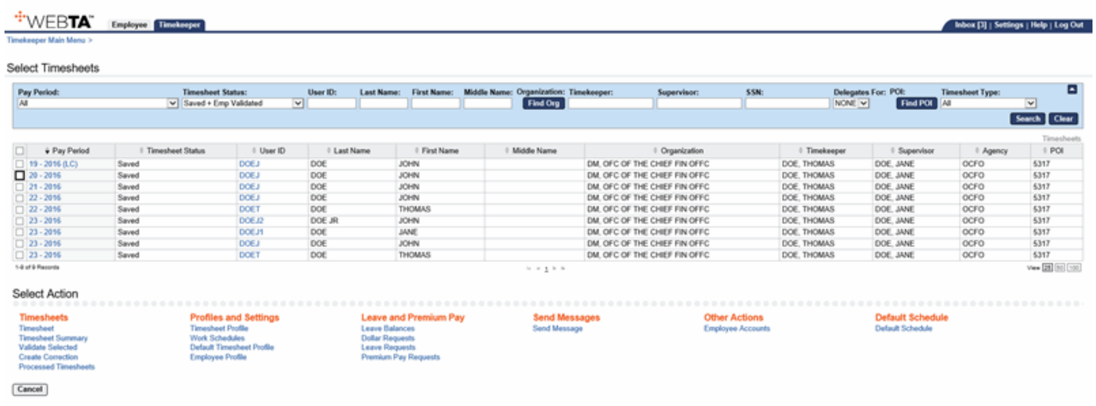


Figure 107: Select Timesheets Page - Corrected T&A

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Continuation of Pay (COP)

Employees who are injured while engaged in official work activities or on work premises may be eligible for continuation of pay (COP). If the Employee meets eligibility criteria, the COP Administrator creates a COP recipient account in webTA. Timekeepers have view-only access to COP data for their assigned and delegated Employees.

To View a COP Event:

1. Select ***COP Events*** from the Continuation of Pay (COP) menu on the Timekeeper Main Menu page. The COP Events page is displayed.

Figure 108: COP Events Page

2. Select the Employee's name to view the COP Event Details page.

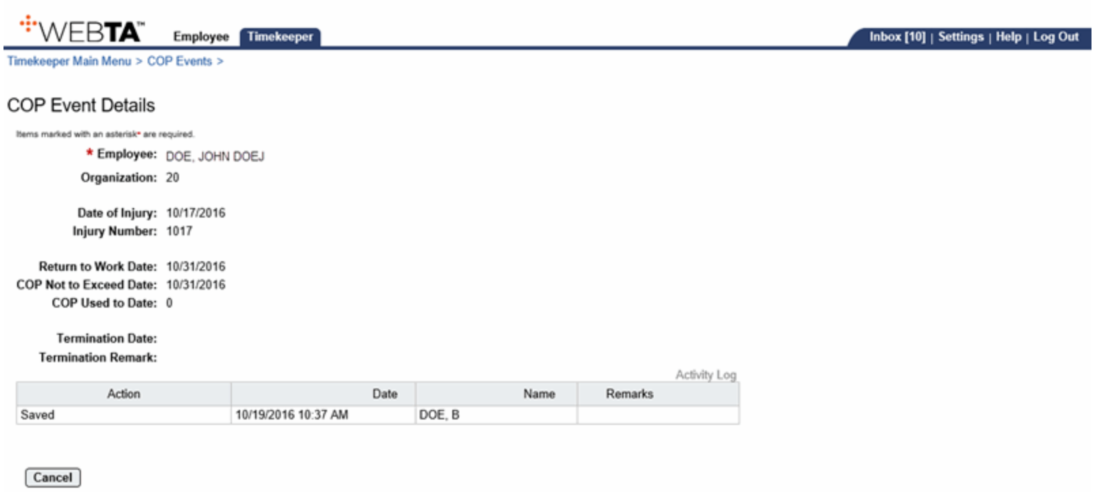


Figure 109: COP Event Details Page

The following fields are displayed on the COP Event Details page:

Employee (see "***Employee Field Description***" on page 316)

Organization (see "***Organization Field Description (Required)***" on page 324)

Date of Injury (see "***Date of Injury Field Description***" on page 315)

Injury Number (see "***Injury Number Field Description***" on page 320)

Return to Work (see "***Return to Work Date Field Description***" on page 326)

COP Not to Exceed Date (see "***COP Not to Exceed Date Field Description***" on page 314)

COP Used to Date (see "***COP Used to Date Field Description***" on page 315)

Termination Date (see "***Termination Date Field Description***" on page 330)

Termination Remark (see "***Termination Remark Field Description***" on page 330)

Activity Log (see "***Activity Log Field Description***" on page 313)

3. Select the **Cancel** button to return to the COP Events page.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Delegating and Reassigning

Timekeepers are allowed to delegate their role to other Timekeepers, as well as manage Supervisor Delegates. They can take over as an Employee's Timekeeper and reassign Employees to Timekeepers and Supervisors.

This section includes the following topics:

Delegating Your Timekeeper Role

The Delegate Roles page is used to designate a Delegate to perform your Timekeeper duties in the event of your absence. The Delegates have the same rights to webTA records as the original Timekeepers. Timekeepers may designate as many Delegates as they choose. Delegates remain in effect until removed from the current Delegate list.

To Delegate Your Timekeeper Role:

1. Select the ***My Delegates*** link from the Delegates/Reassignment menu on the Timekeeper Main Menu page. The Delegate Roles: Timekeeper page is displayed listing any Delegates that you have assigned to perform your duties in your absence.

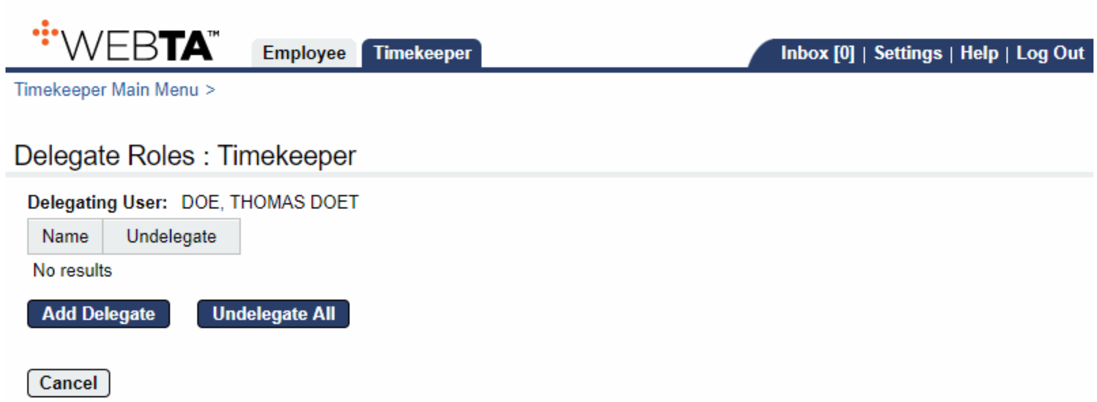


Figure 110: Delegate Roles: Timekeeper Page

2. Select the **Add Delegate** button. The Add Delegate - Timekeeper page is displayed listing available Timekeepers.

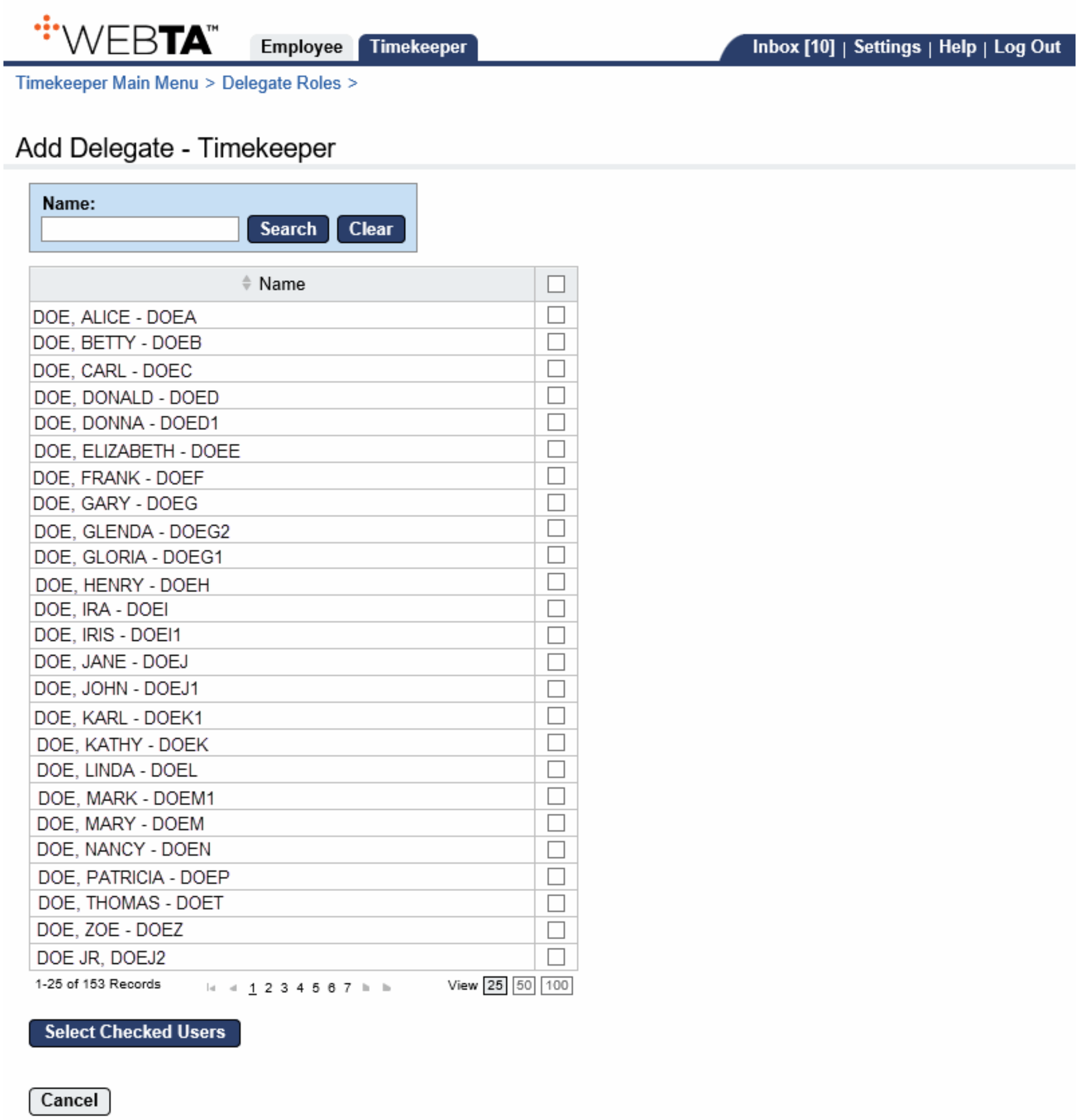


Figure 111: Add Delegate - Timekeeper Page

3. Select the check box of the desired Timekeeper if displayed on the list.

OR

Enter the name of the Timekeeper to whom you are delegating and select the **Search** button. The name and user ID matching the search criteria are displayed. Select the check box of the desired Timekeeper.

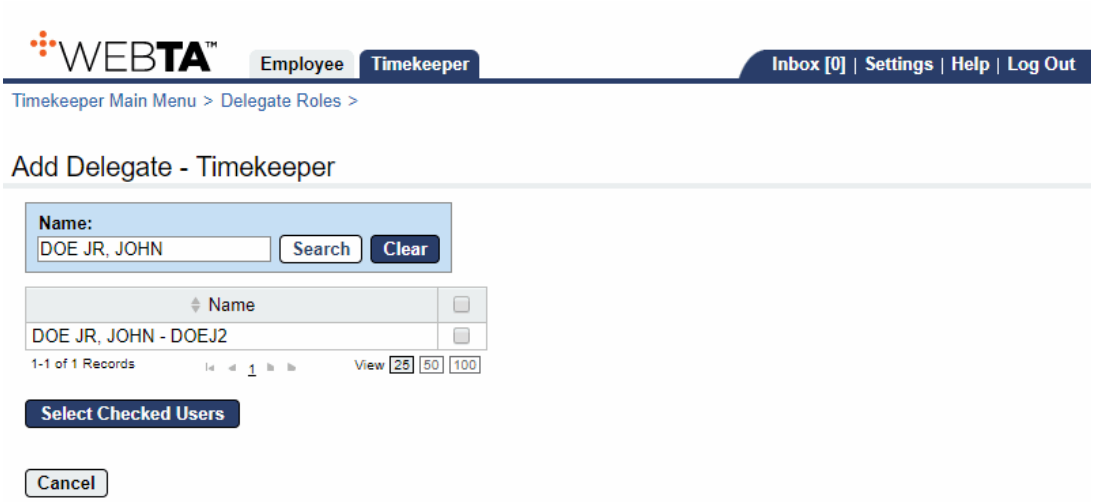


Figure 112: Add Delegate Timekeeper Page - Delegate Added

4. Select the **Select Checked Users** button. The Delegate Roles: Timekeeper page is displayed listing the new Delegate and the message, *Successfully delegate Timekeeper to 1 users*.

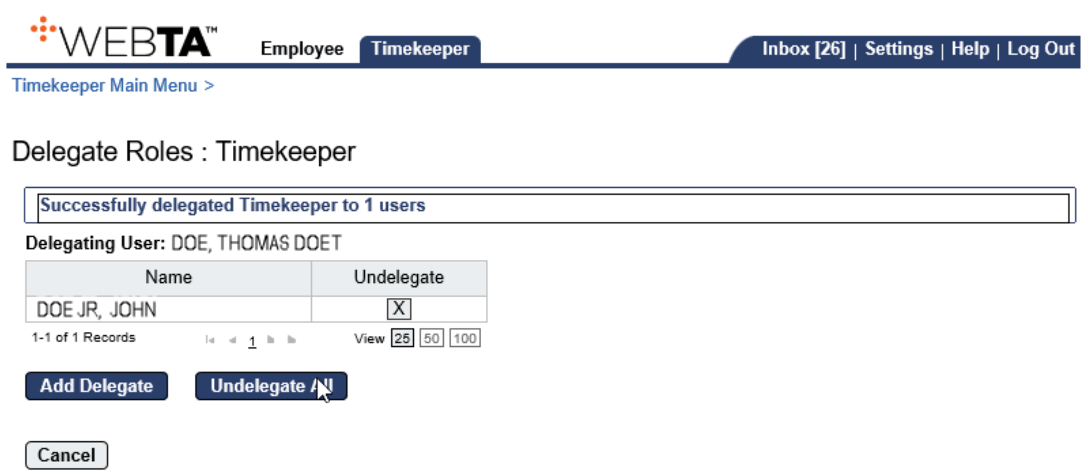


Figure 113: Delegate Roles: Timekeeper Page - Delegate Added

Note: To remove a single Delegate, uncheck the box next the Delegate's name and select the **OK** button on the popup, or select the **Undelegate All** button to remove all Delegates.

5. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Managing Supervisor Delegates

Timekeepers are allowed to manage Delegates for Supervisors. The Delegates have the same rights to webTA records as the original Supervisor. Timekeepers may designate as many Supervisor Delegates as they choose. Delegates remain in effect until removed from the Delegate list.

To Manage Supervisor Delegates:

1. Select the ***Manage Supervisor Delegates*** link from the Delegates/Reassignment menu on the Timekeeper Main Menu page. The Select User - Choose a Supervisor page is displayed.

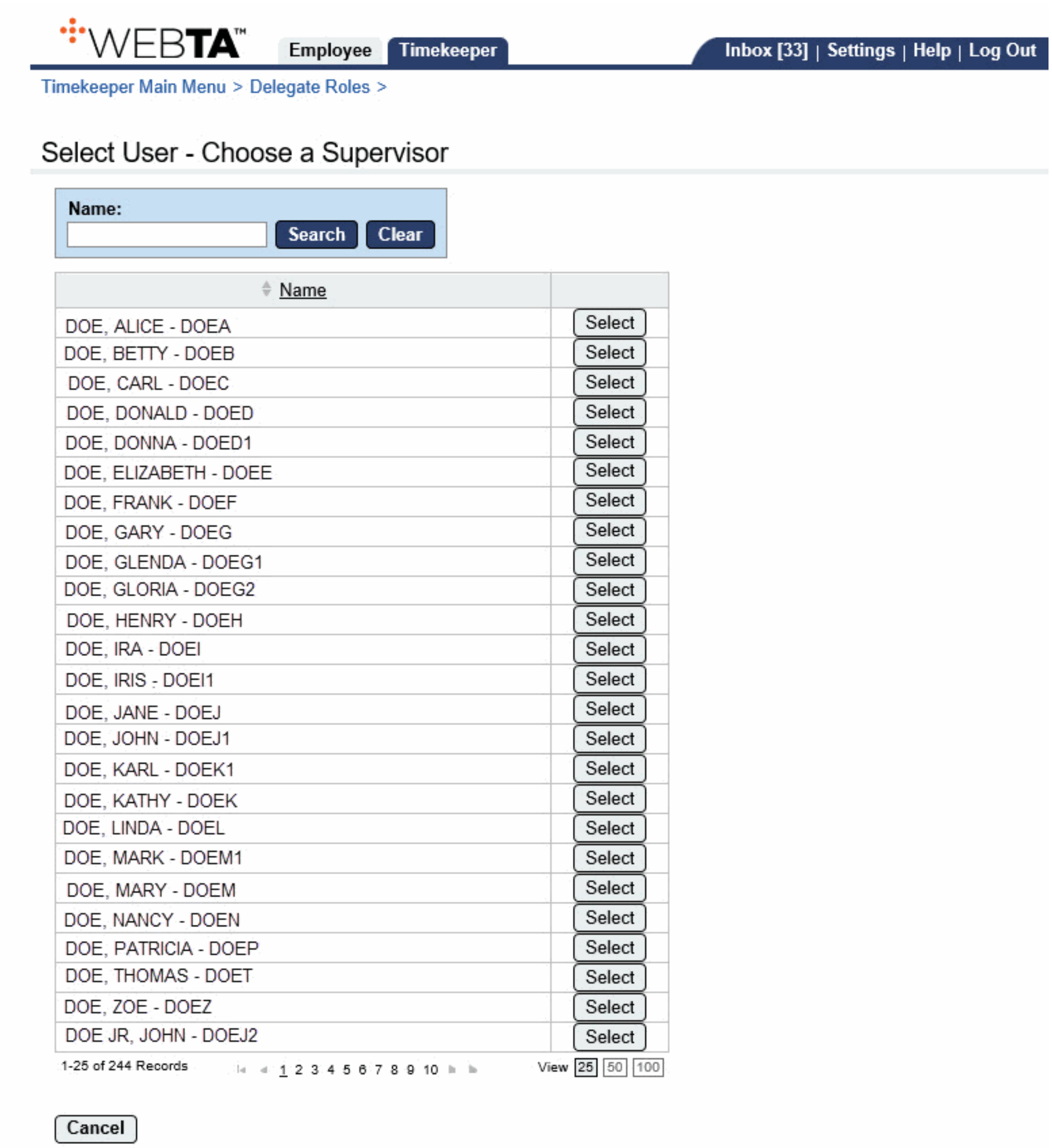


Figure 114: Select User - Choose a Supervisor Page

2. Select the Supervisor for whom you are assigning a Delegate. The Delegate Roles: Supervisor page is displayed listing any Delegates currently assigned.

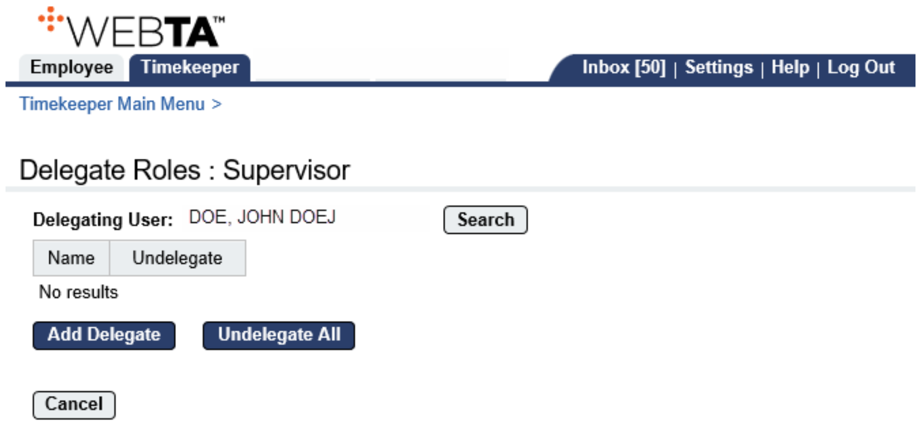


Figure 115: Delegate Roles: Supervisor Page

OR

Enter the name of the Supervisor for whom you assigning a delegate and select the **Search** button. The name and user ID of the Supervisor matching the search criteria are displayed.

3. Select the **Add Delegate** button. The Add Delegate - Supervisor page is displayed listing Supervisors whom you may assign as a Delegate.

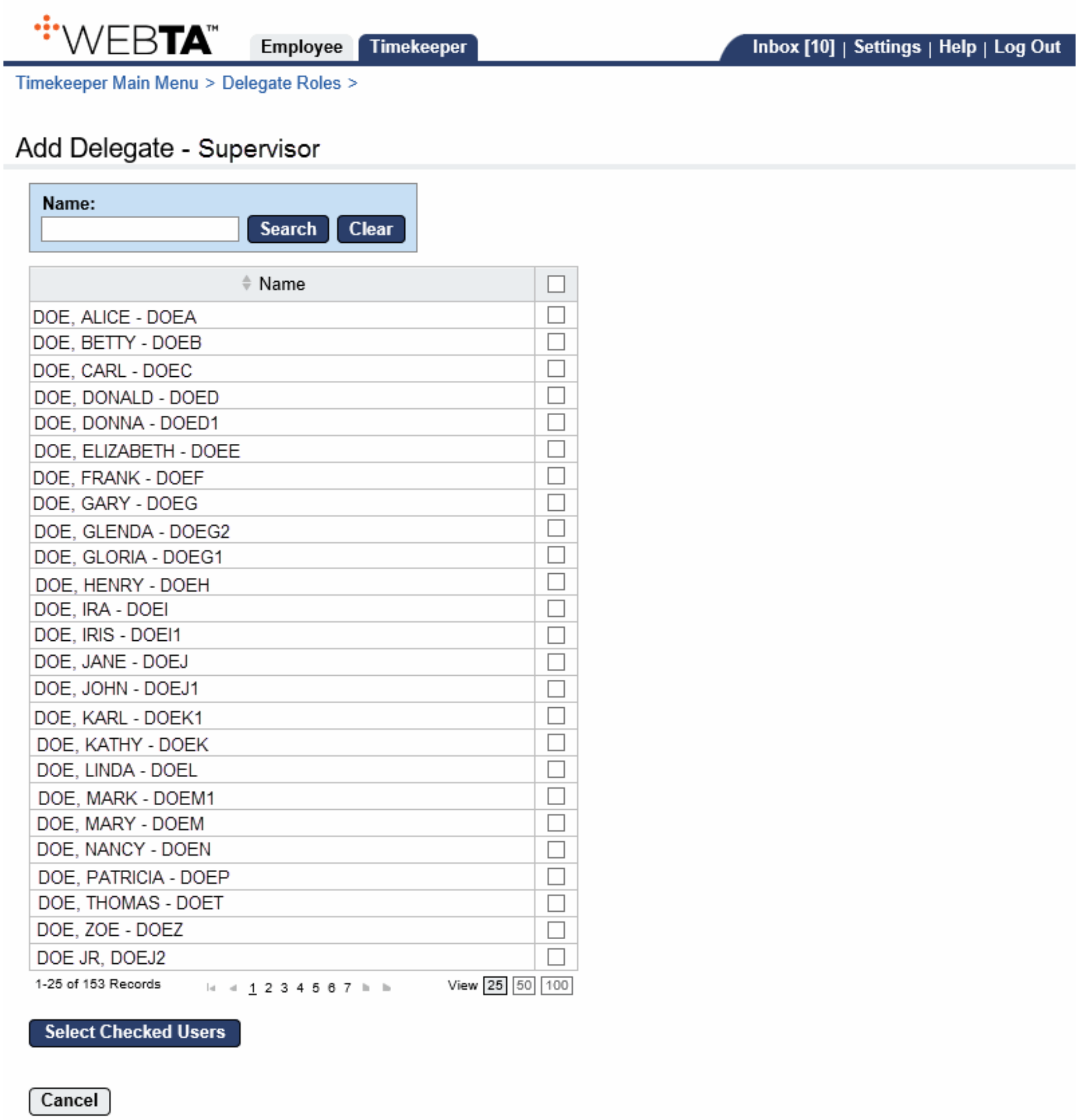


Figure 116: Add Delegate - Supervisor Page

4. Select the Supervisor to assign as a Delegate if displayed on the list.

OR

Enter the name of the Supervisor to whom you are delegating and select the **Search** button. The name and user ID of the Supervisor matching the search criteria are displayed.

5. Select the **Select Checked Users** button. The Delegate Roles: Supervisor page is displayed listing the new Delegate and the message, *Successfully delegated Supervisor to 1 users*.

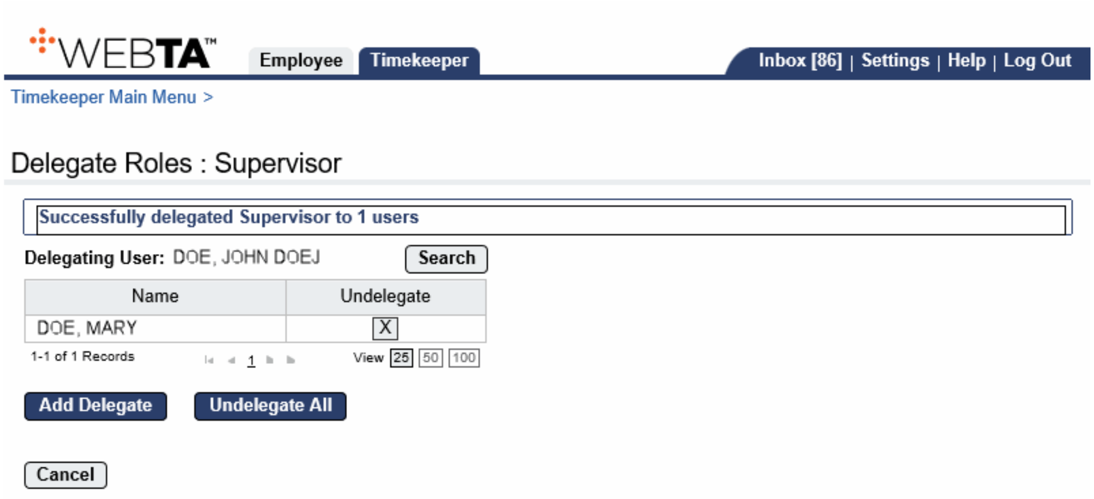


Figure 117: Delegate Roles: Supervisor Page - Delegate Added

Note: To remove a single Delegate, uncheck the box adjacent to the Delegate's name and select the **OK** button on the popup. A message stating that the Delegate was removed is displayed. Select the **Undelegate All** button to remove all Delegates.

---

6. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Taking Over as an Employee's Timekeeper

Timekeepers may take over Employees from another Timekeeper within their Agency.

To Take Over as an Employee's Timekeeper:

1. Select the ***Takeover Employee*** link from the Delegates/Reassignment section on the Timekeeper Main Menu page. The Select User - Takeover Employee page is displayed.

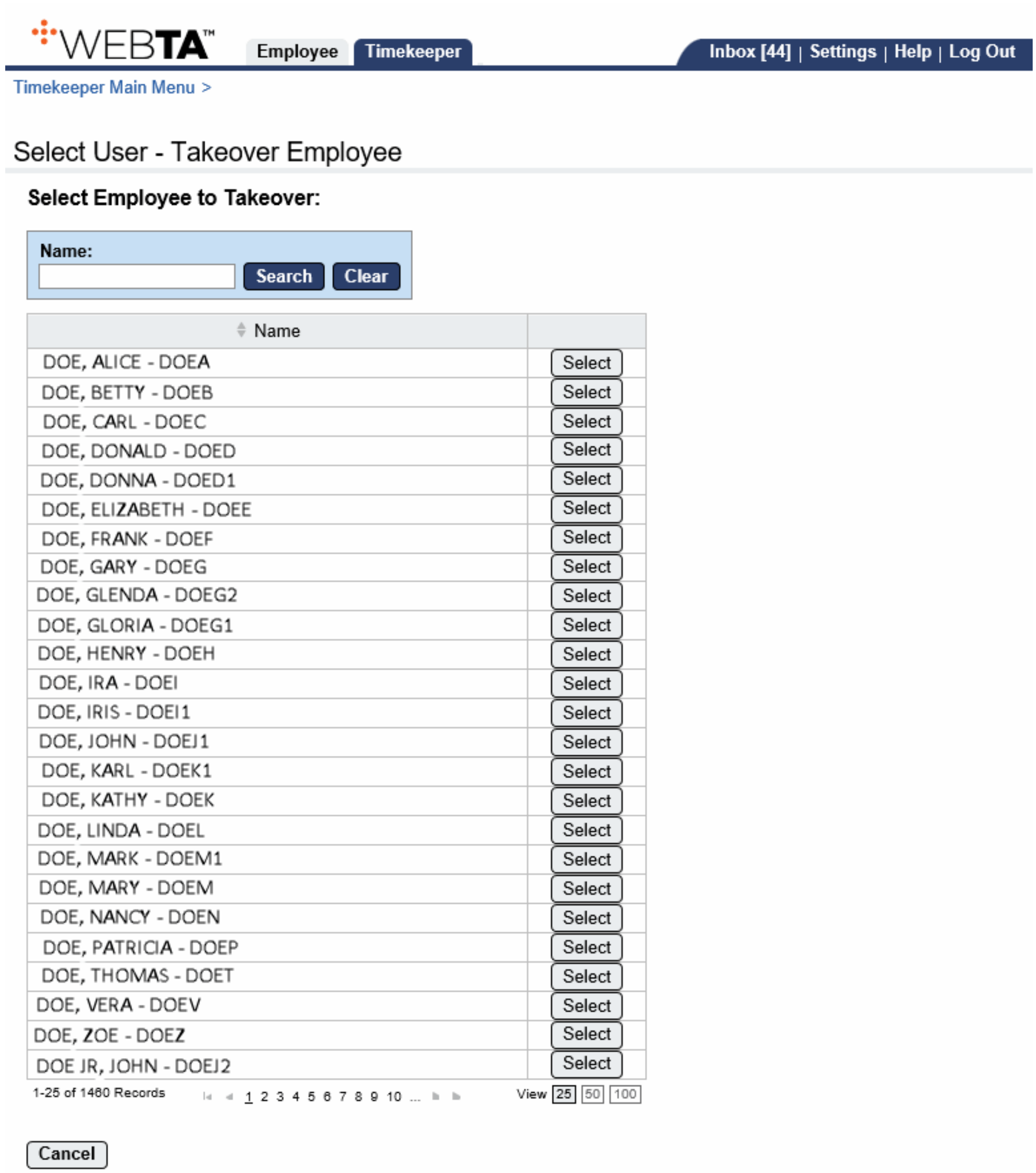


Figure 118: Select User - Takeover Employee Page

2. Select the **Select** button of the applicable Employee if displayed on the list.

   OR

   Enter the name of the Employee and select the **Search** button. The name and user ID of the Employee matching the search criteria is displayed. Select the **Select** button.

3. A message is displayed, and the Employee is now assigned to the Timekeeper.

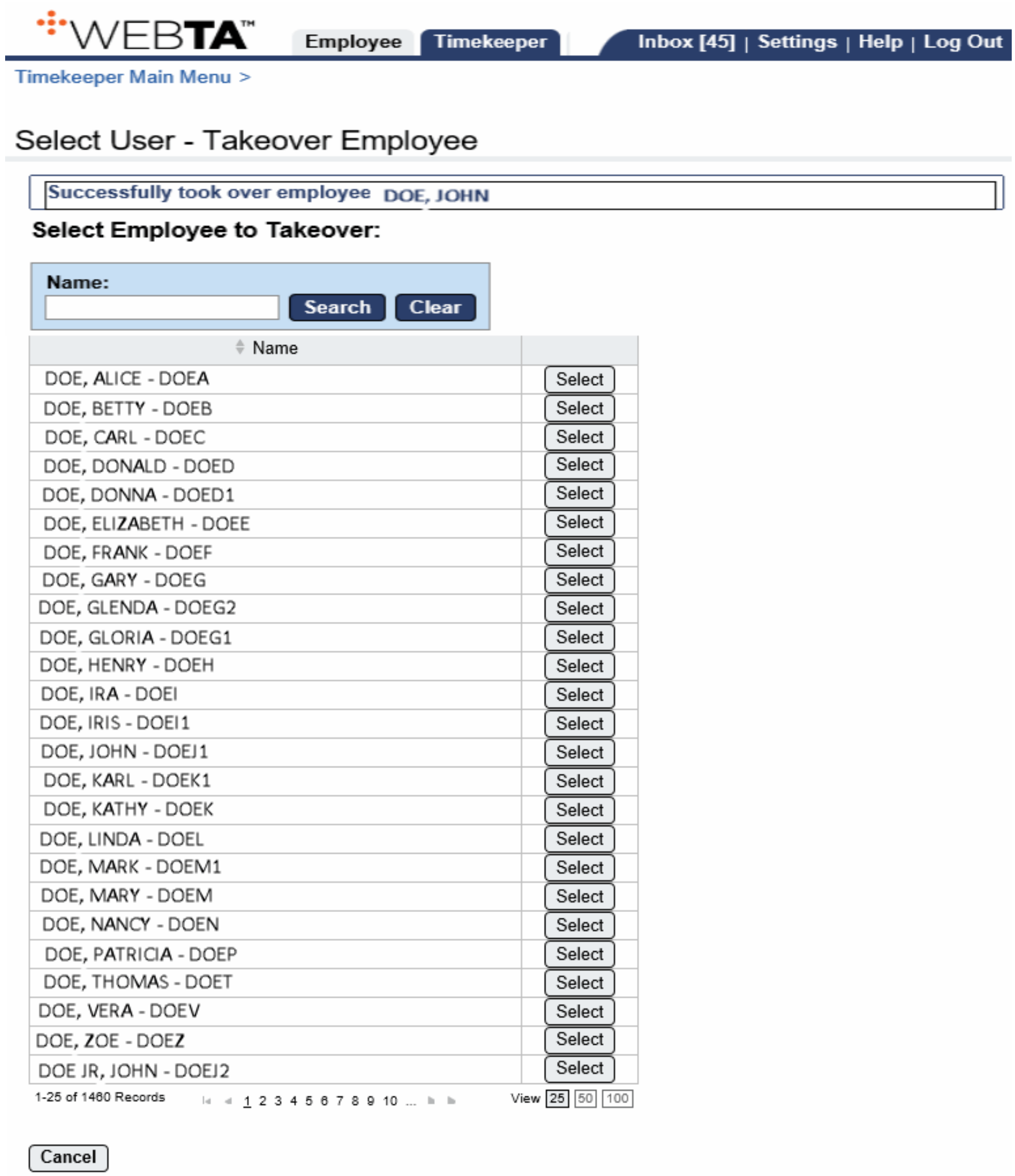


Figure 119: Employee Takeover Successful Message

4. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Reassigning Employees to Timekeepers

Timekeepers may reassign Employees from one Timekeeper to another.

To Reassign Employees:

1. Select the ***Reassign Employees to Timekeeper*** link from the Delegates/Reassignment menu on the Timekeeper Main Menu page. The Reassign Employees to Timekeeper page is displayed.

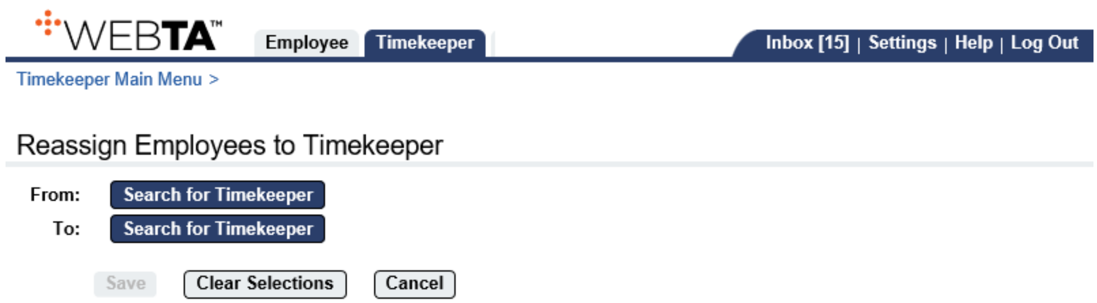


Figure 120: Reassign Employees to Timekeeper Page

2. Select the **Search for Timekeeper** button adjacent to the From: field. The Select User - Choose a Timekeeper to reassign employees from page is displayed.

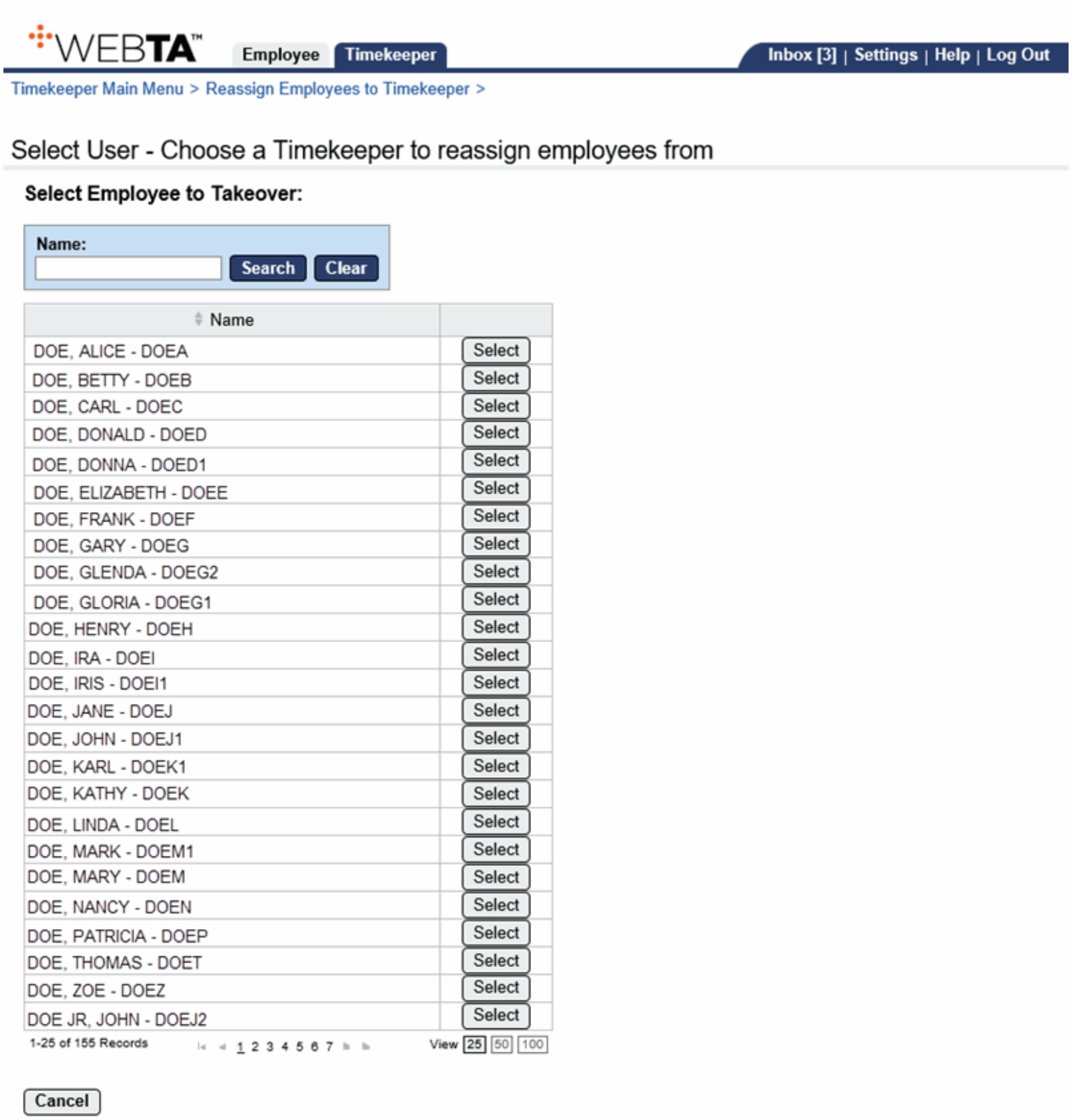


Figure 121: Select User - Choose a Timekeeper to reassign employees from Page

3. Select the **Select** button adjacent to the Timekeeper from whom Employees will be reassigned, if listed. The From: field is now populated.

OR

Enter the name of the Timekeeper from whom Employees will be reassigned and select the **Search** button. The From: field is now populated.

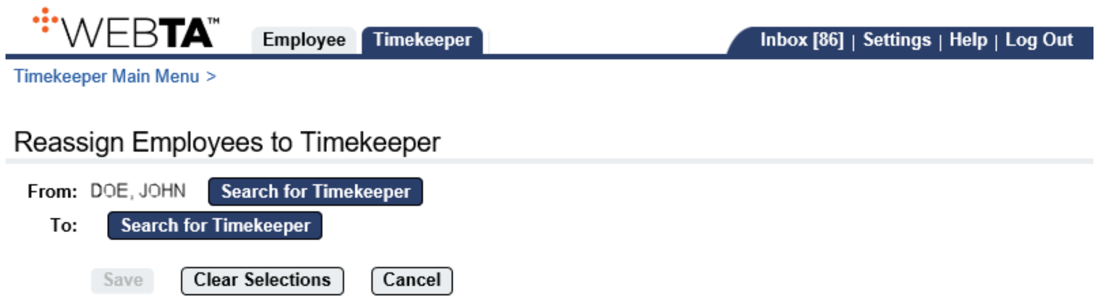


Figure 122: Reassign Employees to Timekeeper Page

4. Select the **Search for Timekeeper** button adjacent to the To: field. The Select User - Choose a Timekeeper to receive new Employees page is displayed.

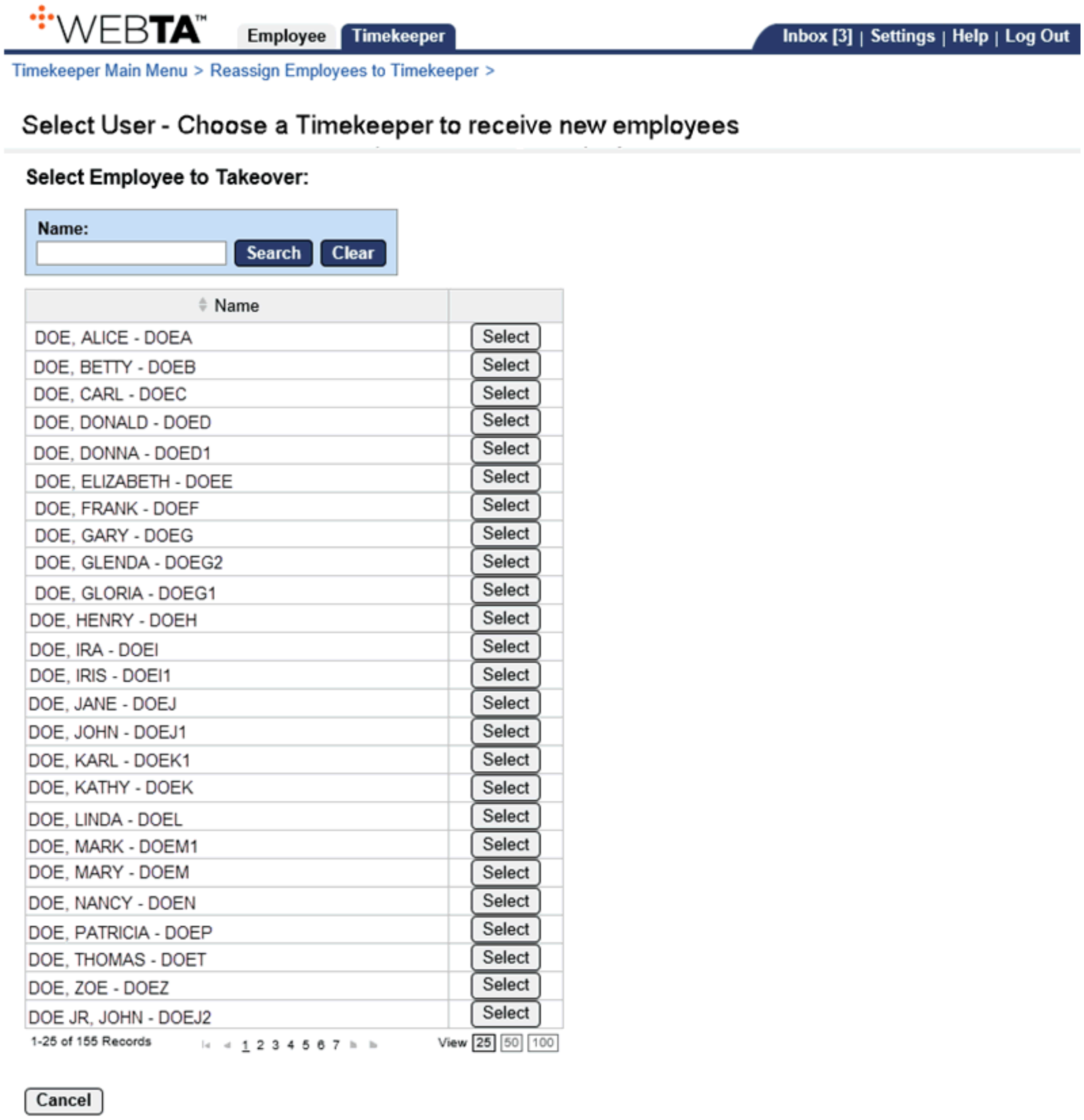


Figure 123: Select User - Choose a Timekeeper to receive new employess Page

5. Select the **Select** button adjacent to the Timekeeper who will receive the new Employees, if listed. The To: field is now populated.

OR

Enter the Timekeeper's name in the field, and select the **Search** button to search for the Timekeeper. The To: field is now populated.

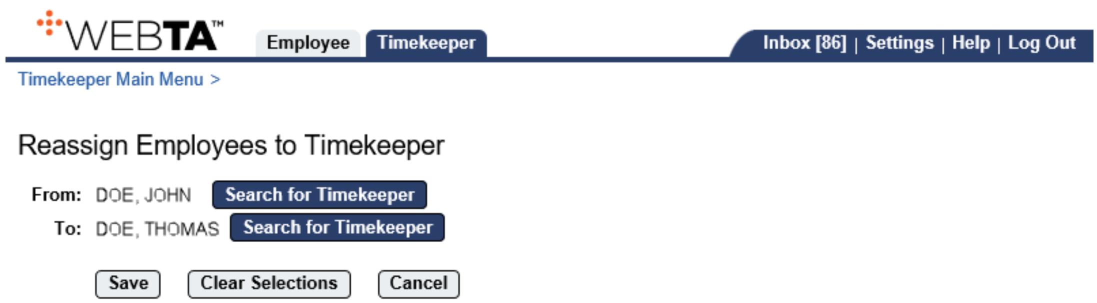


Figure 124: Reassign Employees to Timekeeper Page - Timekeeper Added

6. Select the **Save** button. A message is displayed stating that the reassignment was successful and the number of Employees reassigned.

Figure 125: Reassign Employees to Timekeeper Page - Successful

7. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Reassigning Employees to Supervisors

Timekeepers may reassign Employees from one Supervisor to another.

Note: Select the **`Set Supervisor Override Flag`** to reassign Employees to a user that has had the **`Override EmpowHR Supervisor Assignment`** flag set in their Employee Profile. For more information, see ***Overriding the EmpowHR Supervisor Assignment*** (on page 53).

To Reassign Employees:

1. Select the ***Reassign Employees to Supervisor*** link from the Delegates/Reassignment menu on the Timekeeper Main Menu page. The Reassign Employees to Supervisor page is displayed.

Figure 126: Reassign Employees to Supervisor Page

2. Select the **Search for Supervisor** button adjacent to the From: field. The Select User - Choose a Supervisor to reassign employees from page is displayed.

Figure 127: Reassign Employees to Supervisor Page

3. Select the **Select** button adjacent to the Supervisor from whom Employees will be reassigned, if listed. The From: field is now populated.

OR

Enter the name of the Supervisor from whom Employees will be reassigned and select the **Search** button. The From: field is now populated.

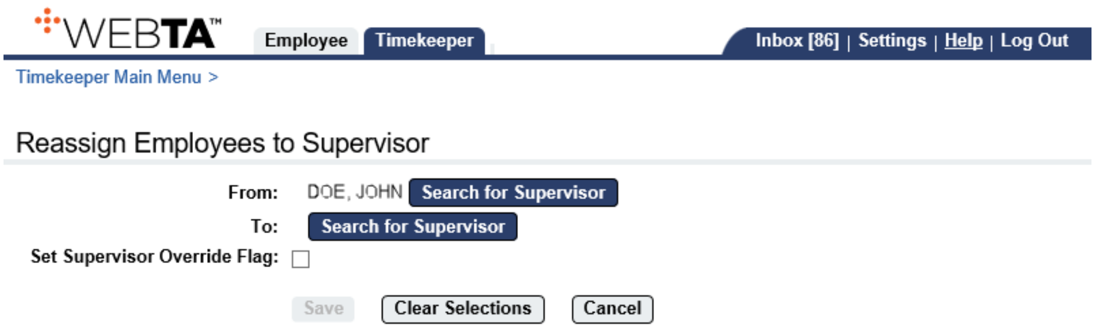


Figure 128: Reassign Employee to Supervisor Page - From

4. Select the **Search for Supervisor** button adjacent to the To: field. The Select User - Choose a Supervisor to receive new employees page is displayed.

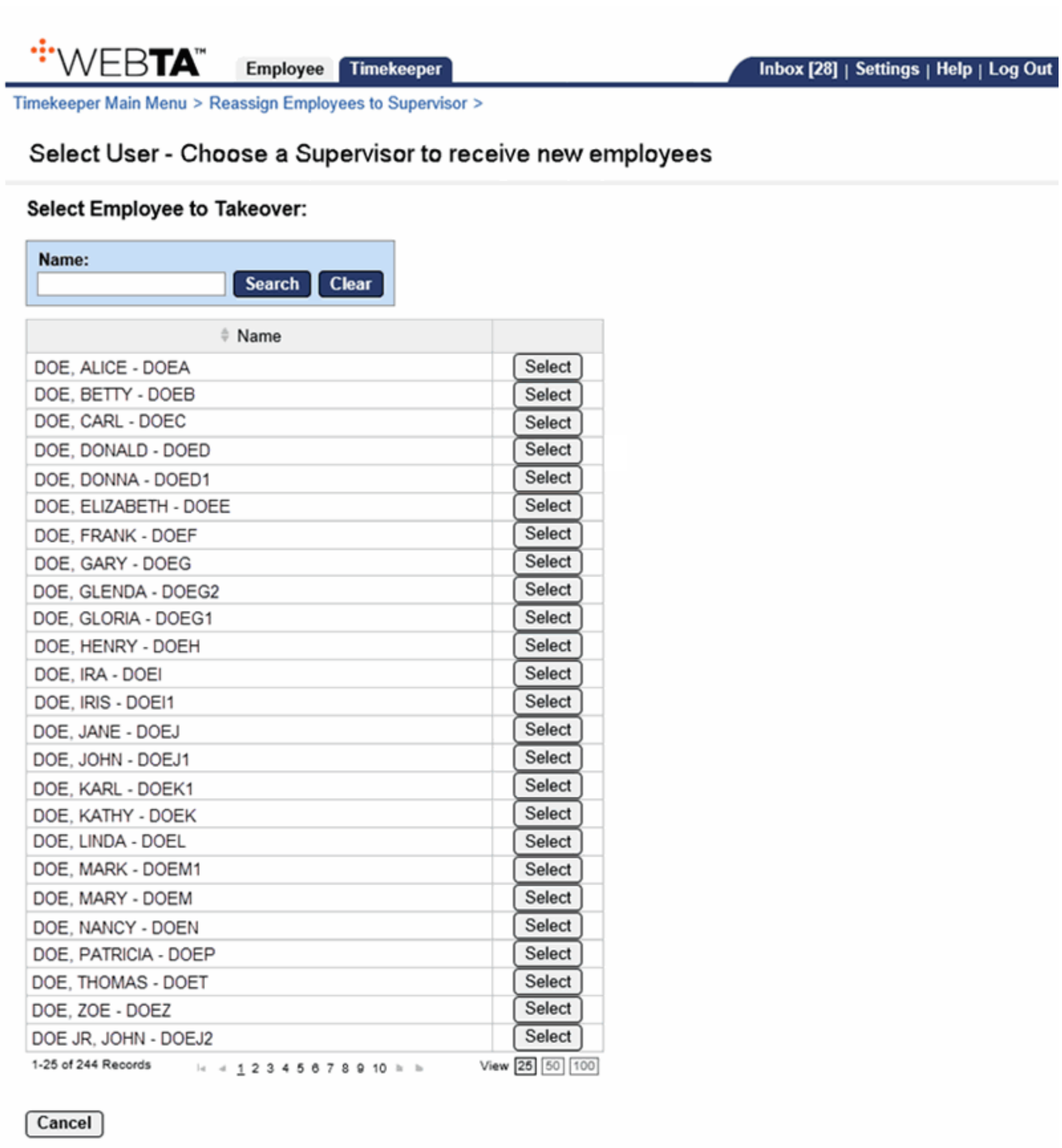


Figure 129: Select User - Choose a Supervisor to receive new employees

5. Select the **Select** button adjacent to the Supervisor who will receive the new Employees, if listed. The To: field is now populated.

OR

Enter the name of the Supervisor to receive the new Employees and select the **Search** button. The From: field is now populated.

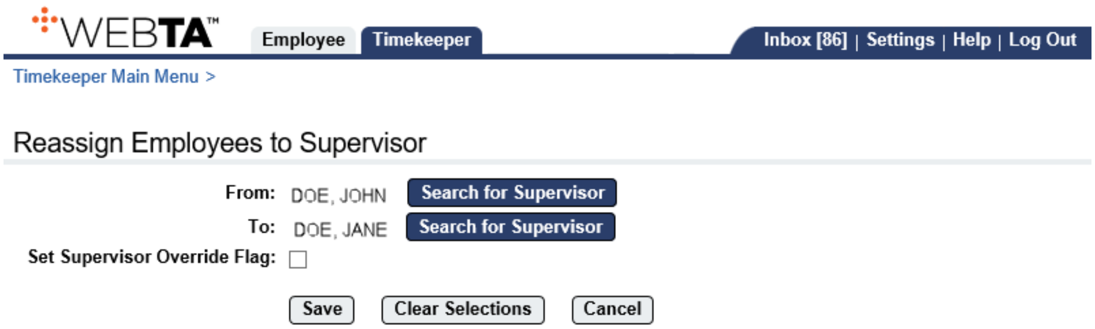


Figure 130: Reassign Employees to Supervisor Page - To

6. Select the **Save** button. A message is displayed stating that the reassignment was successful and the number of Employees reassigned.

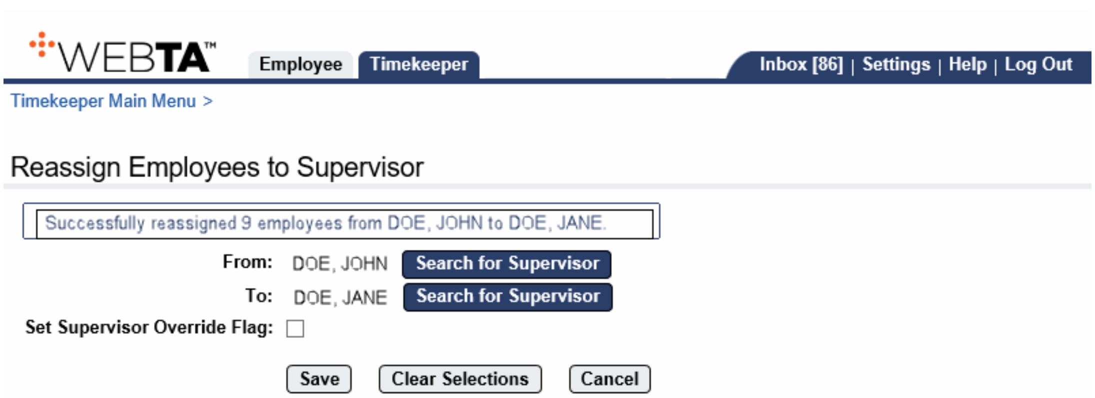


Figure 131: Reassign Employees to Supervisor Page - Successful

7. Select the **Cancel** button to return to the Timekeeper Main Menu page.

Schedules

Timekeepers have the ability to add and maintain schedules for their assigned and delegated Employees. Depending on your Agency's implementation of webTA, two types of schedules may be available, default schedules and advanced schedules.

Note: From the Schedule section on the Timekeeper Main Menu page, select the ***Employee Schedules List View*** or ***Employee Schedules Grid View*** link to view Employee schedules in the selected format.

This section includes the following topics:

Default Schedules

Default schedules may be used for Employees who use the same hours and accounting each pay period. Default schedules do not include features available in advanced schedules, such as regular days off, temporary schedules, additional pay period options, and a Supervisor approval process. The default schedule is displayed on the Schedule tab of the Employee's timesheet. If **`Pay from Schedule`** is selected in the Retain Data Type field on the Timesheet Detail page, the TCs and accounting codes are displayed on the timesheet. Timekeepers add and maintain default schedules for their Employees.

To Create a Default Schedule for an Employee:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

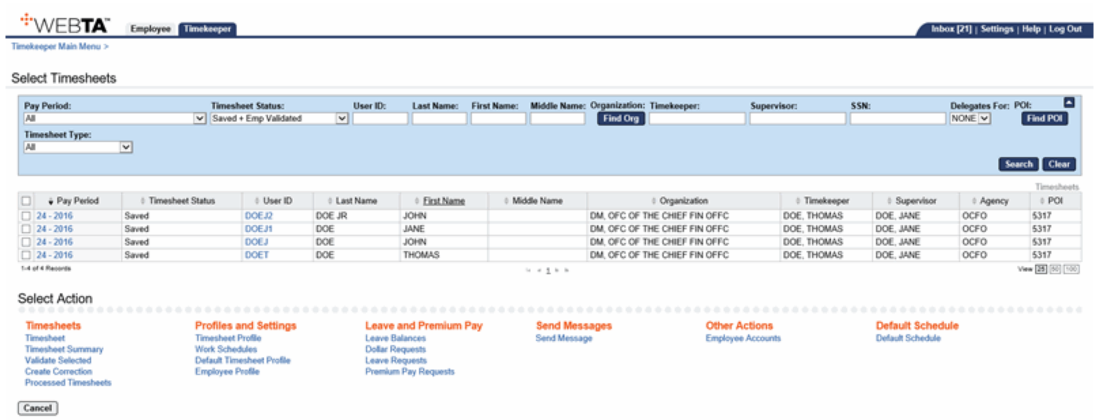


Figure 132: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Default Schedule*** link from the Default Schedule action menu in the Select Action section. The Default Schedule page for the selected Employee is displayed.

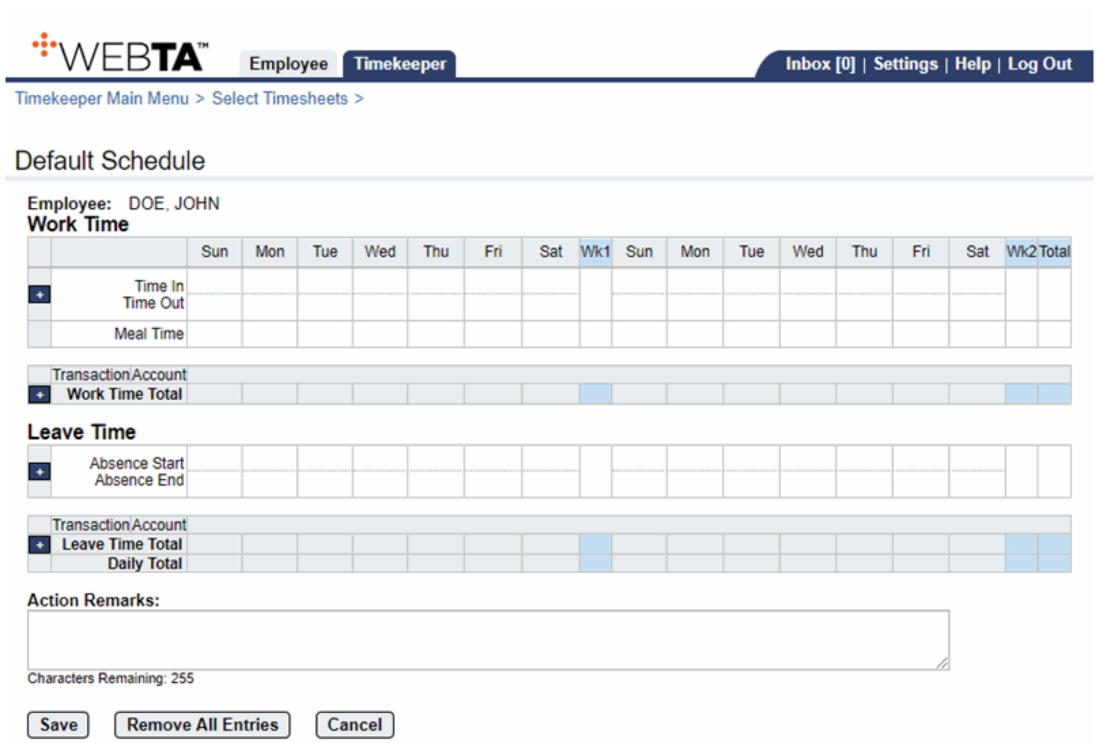


Figure 133: Default Schedule Page

4. Complete the Default Schedule page by adding time and transaction information as you would on a Timesheet page.

Note: For detailed instructions on completing the fields, see ***Adding Work Time*** (on page 101).

5. Select the **Save** button.

6. Select the **Cancel** button to return to the previous page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Advanced Schedules

Advanced schedules allow Employees to utilize additional features, such as scheduling regular days off and setting temporary schedules. Timekeepers are allowed to maintain and submit advanced schedules for their Employees. Advanced schedules must be approved or denied by a Supervisor.

Advanced schedules may be set as permanent or temporary. A permanent schedule is an Employee's regular day-to-day schedule. A temporary schedule could be set for an Employee for a specific length of time with a beginning and ending date. With either schedule, the total hours must match the duty hours in the Employee's timesheet profile. webTA applies the permanent schedule every pay period unless a temporary schedule has been submitted and approved. When the approved temporary schedule ends, webTA automatically reverts back to the permanent schedule.

The End Date for a Permanent Advanced Schedule defaults to **`Forever`** once the shifts are added. As a result of this, it is advised to always enter an end date. This will allow for future changes to a Permanent Advanced Schedule.

This section includes the following topics:

Adding Permanent Schedules

A permanent schedule is an Employee's regular day - to - day schedule. The total hours must match the duty hours in the Employee's timesheet profile. webTA applies the permanent schedule every pay period unless a temporary schedule has been submitted and approved.

Note: The End Date for a Permanent Advanced Schedule defaults to **`Forever`** once shifts are added. As a result of this, it is advised to always enter an end date. This will allow for future changes to a Permanent Advanced Schedule.

To Add a Permanent Advanced Schedule:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

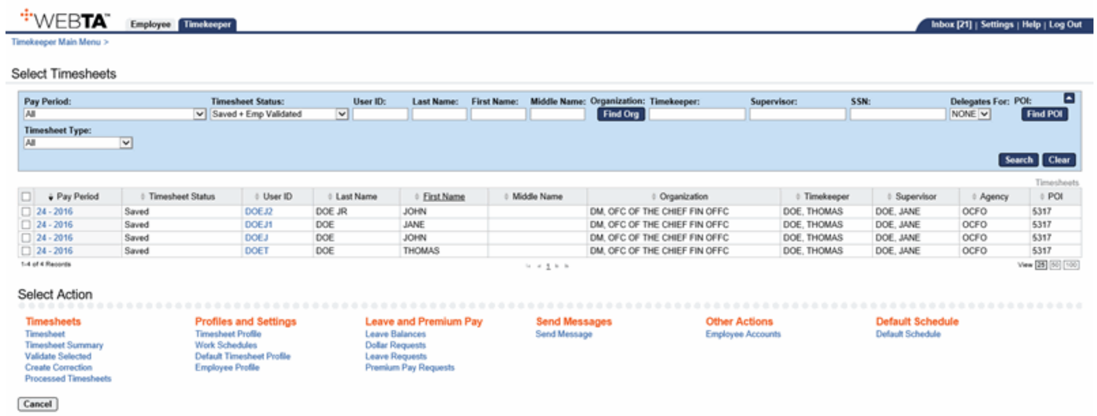


Figure 134: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Work Schedules*** link from the Profiles and Settings action menu in the Select Action section. The Schedule Assignment page for the selected Employee is displayed.

Figure 135: Schedule Assignment Page

4. Select the **Add Permanent Schedule** button. The (Add) Schedule page is displayed.

Note: To select a pre-defined schedule template, select the **Insert Schedule Template** button for a list of available schedule templates. Select the applicable schedule template and select the **OK** button. If a pre-defined schedule template is selected, the fields are populated with the selected template's pre-defined criteria. Proceed to step 9.

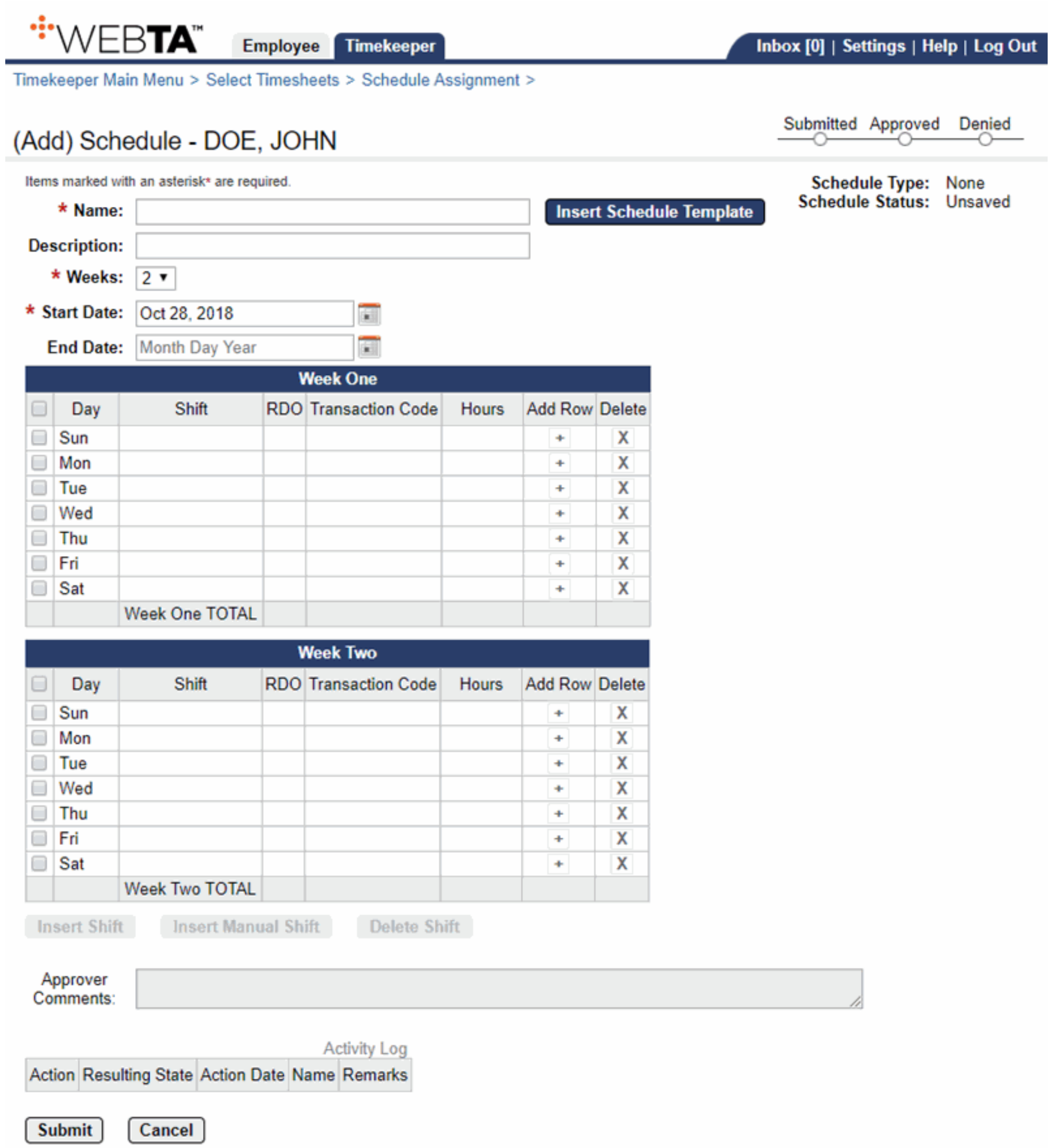


Figure 136: (Add) Schedule Page

5. Complete the following fields:

Name (see "***Name Field Instruction (Required)***" on page 322)

Description (see "***Description Field Instruction - Schedule***" on page 315)

Weeks (see "***Weeks Field Instruction (Required)***" on page 335)

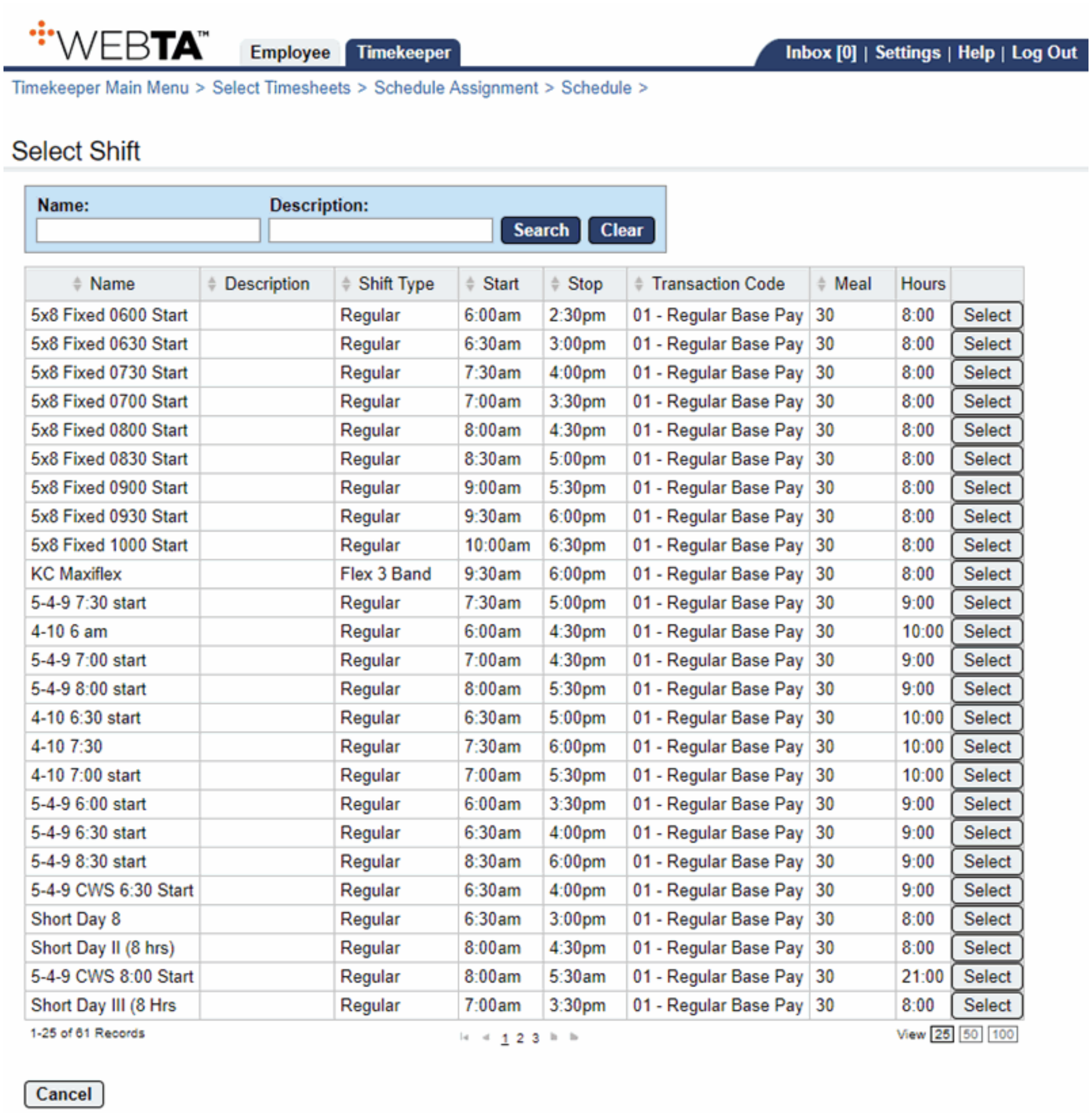
Start Date (see "***Start Date Field Instruction - Requests (Required)***" on page 327)

End Date (see "***End Date Field Instruction - Schedule Assignment***" on page 317)

6. Select the applicable day(s) for the schedule being added. The **Insert Shift**, **Insert Manual Shift**, and **Delete Shift** buttons are activated.

7. Select the ***Insert Shift*** link. The Select Shift page is displayed.

Note: If the applicable shift is not displayed, select the **Cancel** button to return to the (Add) Schedule page. On the (Add) Schedule page, select the **Insert Manual Shift** button, complete the fields, and select the **Save** button.



Name	Description	Shift Type	Start	Stop	Transaction Code	Meal	Hours	
5x8 Fixed 0600 Start		Regular	6:00am	2:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0630 Start		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0730 Start		Regular	7:30am	4:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0700 Start		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0800 Start		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0830 Start		Regular	8:30am	5:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0900 Start		Regular	9:00am	5:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0930 Start		Regular	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 1000 Start		Regular	10:00am	6:30pm	01 - Regular Base Pay	30	8:00	Select
KC Maxiflex		Flex 3 Band	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 7:30 start		Regular	7:30am	5:00pm	01 - Regular Base Pay	30	9:00	Select
4-10 6 am		Regular	6:00am	4:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 7:00 start		Regular	7:00am	4:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:00 start		Regular	8:00am	5:30pm	01 - Regular Base Pay	30	9:00	Select
4-10 6:30 start		Regular	6:30am	5:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:30		Regular	7:30am	6:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:00 start		Regular	7:00am	5:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 6:00 start		Regular	6:00am	3:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 6:30 start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:30 start		Regular	8:30am	6:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 CWS 6:30 Start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
Short Day 8		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
Short Day II (8 hrs)		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 CWS 8:00 Start		Regular	8:00am	5:30am	01 - Regular Base Pay	30	21:00	Select
Short Day III (8 Hrs		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select

Figure 137: Select Shift Page

8. Select the applicable shift to insert. The shift displays on the days selected.

Note: Select the **+** (plus sign) in the Add Row column to insert another row for the same day, if applicable. A second row is displayed. Repeat to add additional shifts.

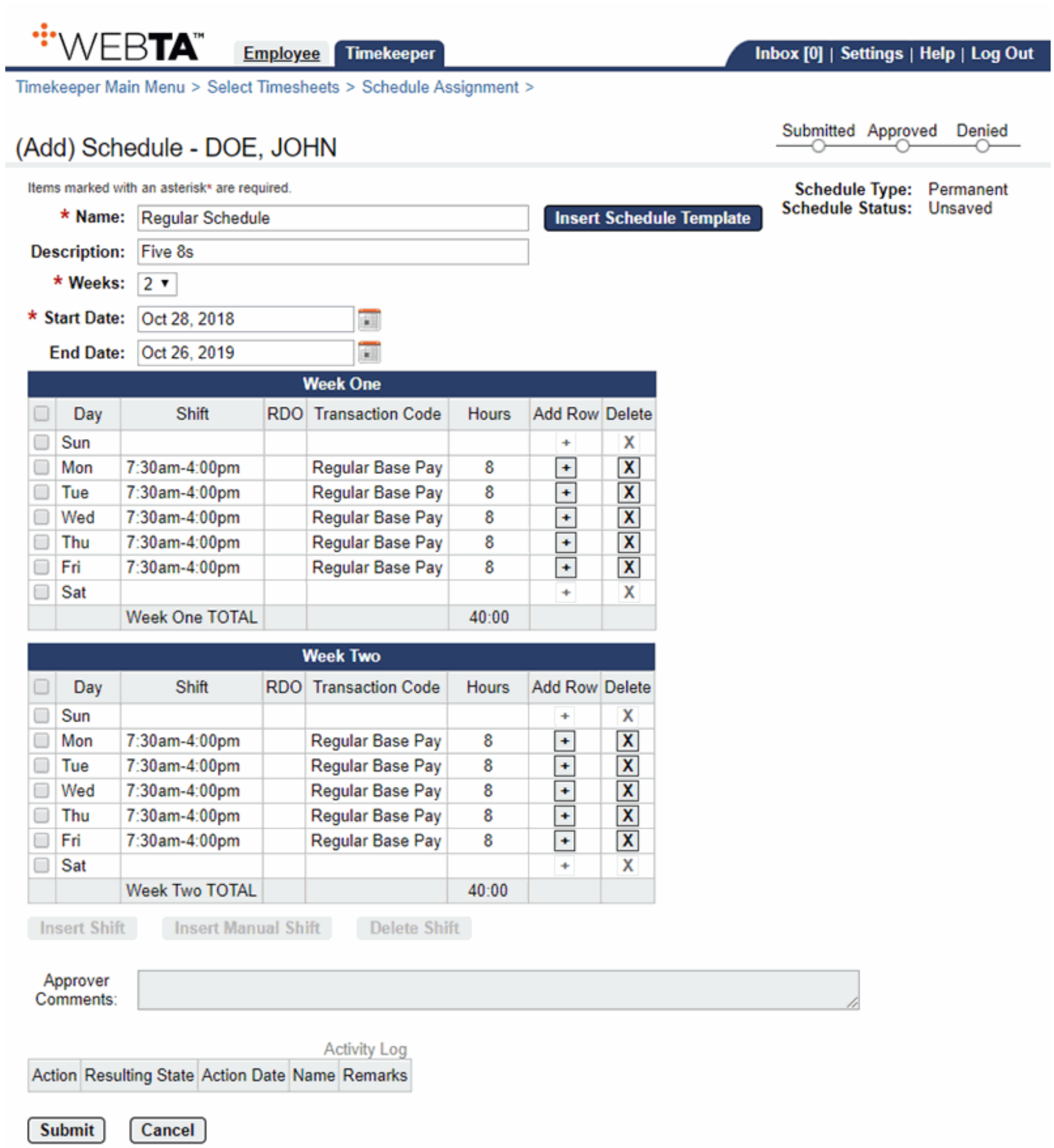


Figure 138: (Add) Schedule Page with Shifts Inserted

9. Select the **Submit** button to submit the schedule to the Supervisor for approval. The (Modify) Schedule page is displayed with the message, *Successfully submitted the work schedule*, the Schedule Status displayed as **`Submitted`**, and the Activity Log reflecting the action taken.

Note: You may only delete a schedule before it is approved.

10. Select the **Cancel** button to return to the Schedule Assignment page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Adding Temporary Schedules

Temporary schedules can be used for an Employee for a specific length of time with a beginning and ending date. The total hours must match the duty hours in the Employee's timesheet profile. When the approved temporary schedule ends, webTA automatically reverts back to the permanent schedule.

To Add a Temporary Advanced Schedule:

1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected Timekeeper is displayed.

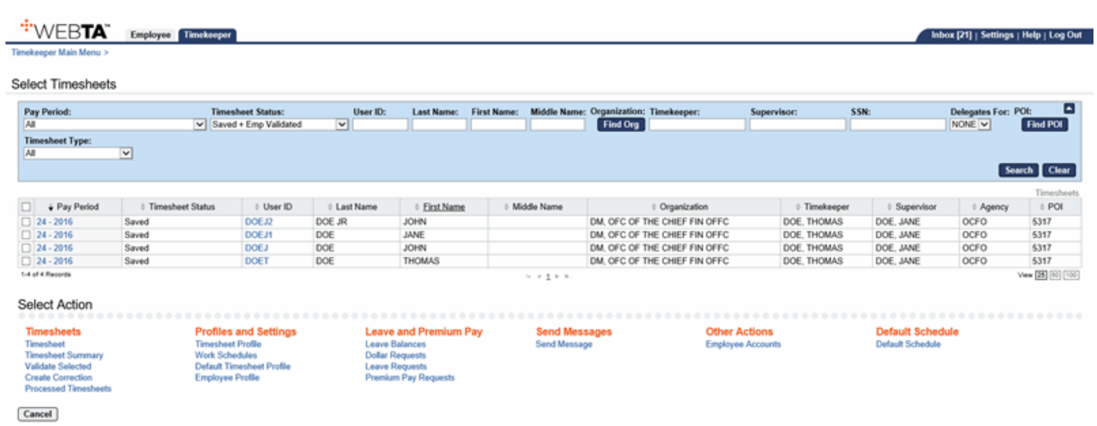


Figure 139: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Work Schedules*** link from the Profiles and Settings action menu in the Select Action section. The Schedule Assignment page for the selected Employee is displayed.

Figure 140: Schedule Assignment Page

4. Select the **Add Temporary Schedule** button. The (Add) Temporary Schedule page is displayed.

Note: To select a pre-defined schedule template, select the **Insert Schedule Template** button for a list of available schedule templates. Select the applicable schedule template and select the **OK** button. If a pre-defined schedule template is selected, the fields are populated with the selected template's pre-defined criteria. Proceed to step 9.

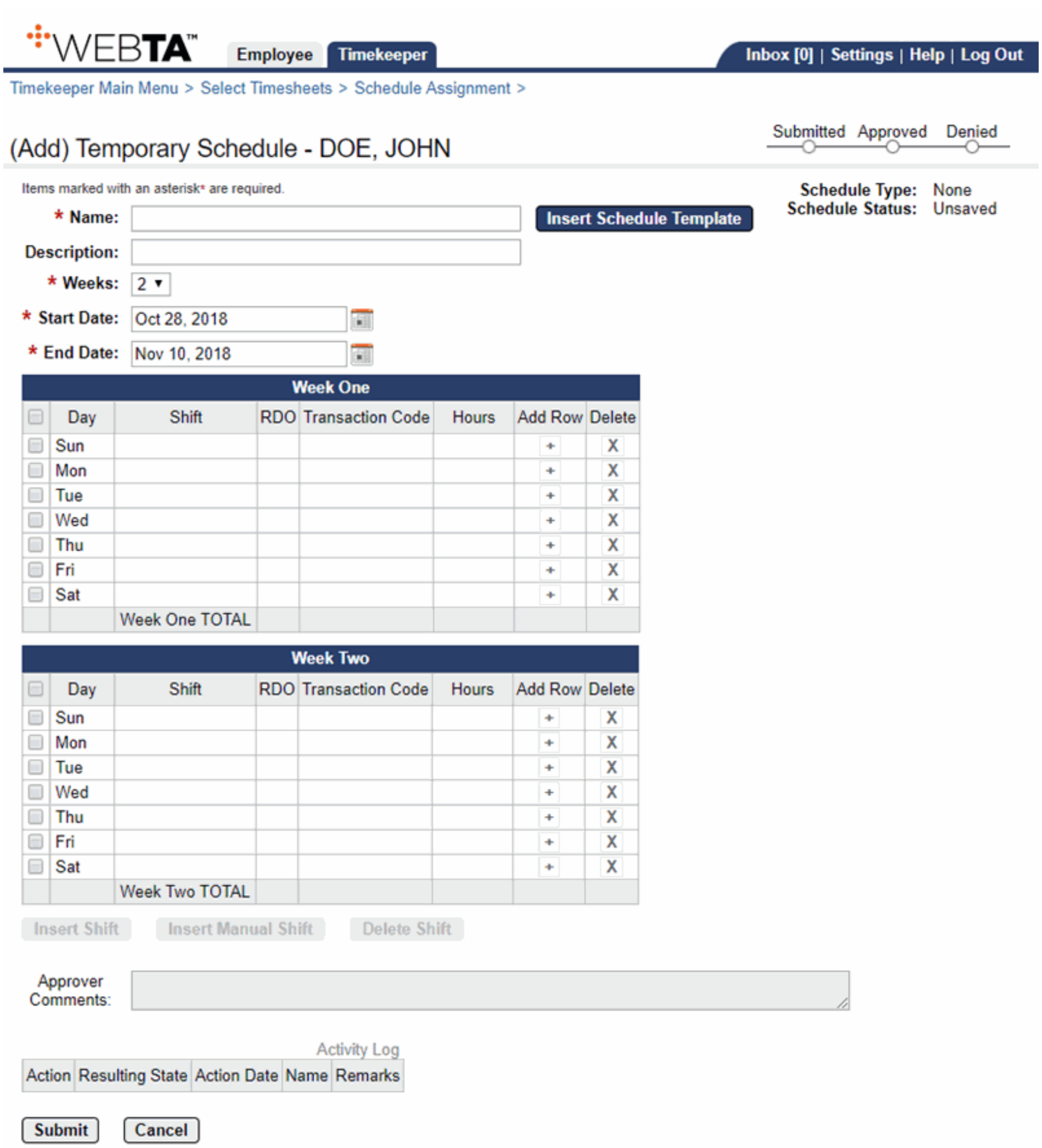


Figure 141: (Add) Temporary Schedule Page

5. Complete the following fields:

   Name (see "***Name Field Instruction (Required)***" on page 322)

   Description (see "***Description Field Instruction - Schedule***" on page 315)

   Weeks (see "***Weeks Field Instruction (Required)***" on page 335)

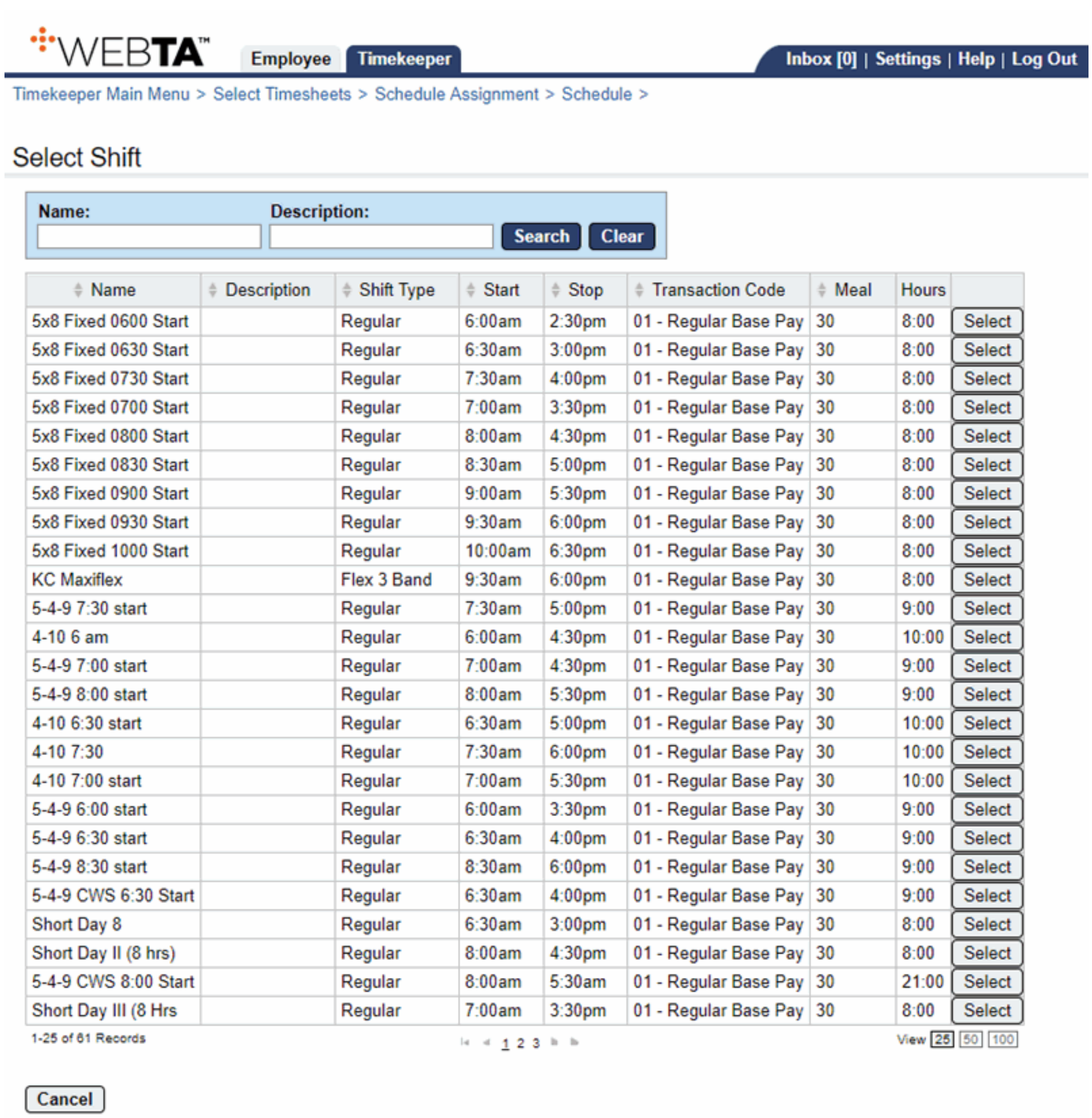
Start Date (see "***Start Date Field Instruction - Requests (Required)***" on page 327)

End Date (see "***End Date Field Instruction - Schedule Assignment***" on page 317)

6. Select the applicable day(s) for the schedule being added. The **Insert Shift**, **Insert Manual Shift**, and **Delete Shift** buttons are activated.

7. Select the ***Insert Shift*** link. The Select Shift page is displayed.

Note: If the applicable shift is not displayed, select the **Cancel** button to return to the (Add) Schedule page. On the (Add) Schedule page, select the **Insert Manual Shift** button, complete the fields, and select the **Save** button.

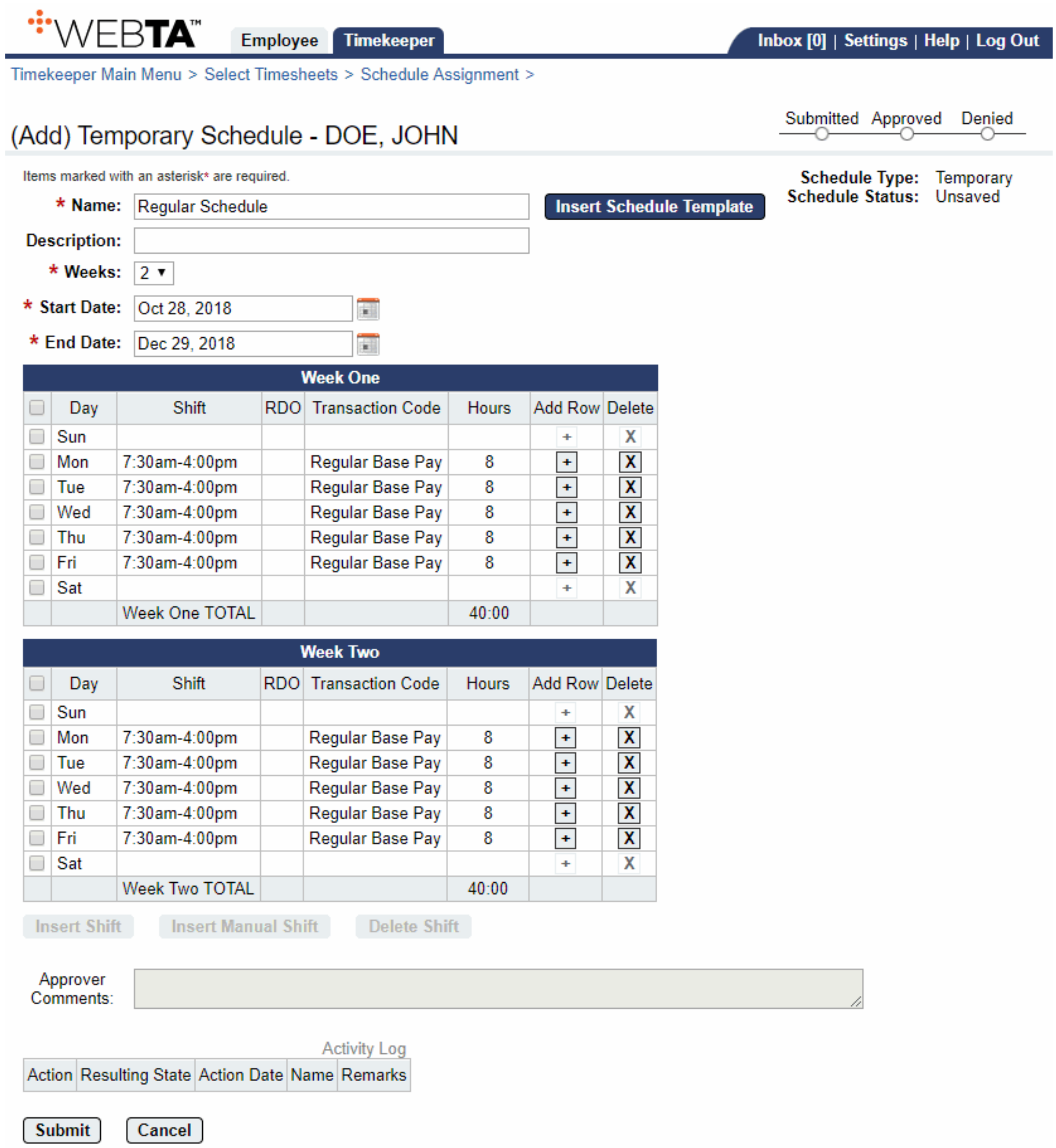


Name	Description	Shift Type	Start	Stop	Transaction Code	Meal	Hours	
5x8 Fixed 0600 Start		Regular	6:00am	2:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0630 Start		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0730 Start		Regular	7:30am	4:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0700 Start		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0800 Start		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0830 Start		Regular	8:30am	5:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0900 Start		Regular	9:00am	5:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0930 Start		Regular	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 1000 Start		Regular	10:00am	6:30pm	01 - Regular Base Pay	30	8:00	Select
KC Maxiflex		Flex 3 Band	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 7:30 start		Regular	7:30am	5:00pm	01 - Regular Base Pay	30	9:00	Select
4-10 6 am		Regular	6:00am	4:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 7:00 start		Regular	7:00am	4:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:00 start		Regular	8:00am	5:30pm	01 - Regular Base Pay	30	9:00	Select
4-10 6:30 start		Regular	6:30am	5:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:30		Regular	7:30am	6:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:00 start		Regular	7:00am	5:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 6:00 start		Regular	6:00am	3:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 6:30 start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:30 start		Regular	8:30am	6:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 CWS 6:30 Start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
Short Day 8		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
Short Day II (8 hrs)		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 CWS 8:00 Start		Regular	8:00am	5:30am	01 - Regular Base Pay	30	21:00	Select
Short Day III (8 Hrs		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select

Figure 142: Select Shift Page

8. Select the applicable shift to insert. The shift displays on the days selected.

Note: Select the **+** (plus sign) in the Add Row column to insert another row for the same day, if applicable. A second row is displayed. Repeat to add additional shifts.



WEBTA™ Employee Timekeeper Inbox [0] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets > Schedule Assignment >

(Add) Temporary Schedule - DOE, JOHN

Submitted Approved Denied

Items marked with an asterisk* are required.

* Name: Regular Schedule

Insert Schedule Template

Schedule Type: Temporary
Schedule Status: Unsaved

Description:

* Weeks: 2

* Start Date: Oct 28, 2018

* End Date: Dec 29, 2018

Week One

	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
	Sun					+	X
	Mon	7:30am-4:00pm		Regular Base Pay	8	+	X
	Tue	7:30am-4:00pm		Regular Base Pay	8	+	X
	Wed	7:30am-4:00pm		Regular Base Pay	8	+	X
	Thu	7:30am-4:00pm		Regular Base Pay	8	+	X
	Fri	7:30am-4:00pm		Regular Base Pay	8	+	X
	Sat					+	X
		Week One TOTAL			40:00		

Week Two

	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
	Sun					+	X
	Mon	7:30am-4:00pm		Regular Base Pay	8	+	X
	Tue	7:30am-4:00pm		Regular Base Pay	8	+	X
	Wed	7:30am-4:00pm		Regular Base Pay	8	+	X
	Thu	7:30am-4:00pm		Regular Base Pay	8	+	X
	Fri	7:30am-4:00pm		Regular Base Pay	8	+	X
	Sat					+	X
		Week Two TOTAL			40:00		

Insert Shift Insert Manual Shift Delete Shift

Approver Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Submit Cancel

Figure 143: (Add) Temporary Schedule Page with Shifts Insterted

9. Select the **Submit** button to submit the schedule to the Supervisor for approval. The (Modify) Schedule page is displayed with the message, *Successfully submitted the work schedule*, the Schedule Status displayed as **Submitted**, and the Activity Log reflecting the action taken.

Note: You may only delete a schedule before it is approved.

10. Select the **Cancel** button to return to the Schedule Assignment page.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Master Timekeeper

The Master Timekeeper may perform the same functions as the Timekeeper with these important differences unless the **`Editable`** selection is removed from the Role Assignments page:

Note: When the Master Timekeeper role is selected, the **`Editable`** selection is checked by default. If removed, the Master Timekeeper will have read - only access to all Employees within their organization

- Master Timekeepers have access to all Employees within their organization.
- Master Timekeeper roles cannot be delegated.
- Master Timekeepers may override timesheet validation errors.
- Master Timekeepers may view their assigned Agencies and POIs.
- Master Timekeepers assign shifts and schedule templates to their assigned Agencies and POIs.

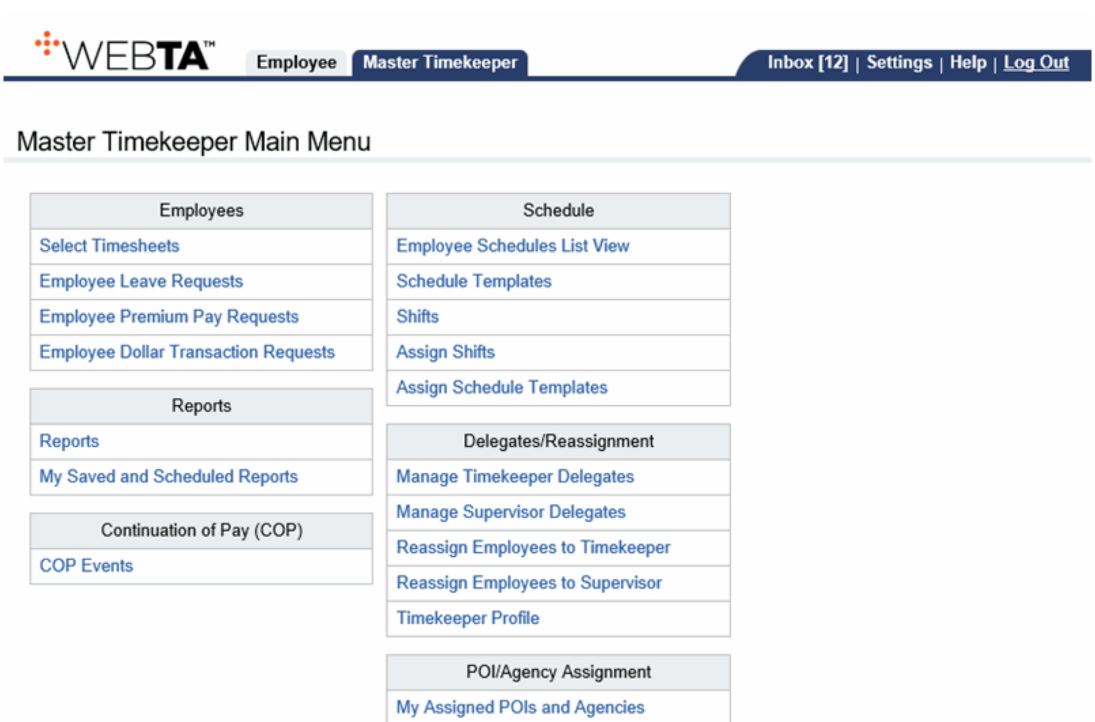


Figure 144: Master Timekeeper Main Menu Page

This section includes the following topics:

Employee Profile Settings

An Employee's Profile Settings are displayed on the Employee Profile page. In addition to having the authority to edit the same fields as the Timekeeper, Master Timekeepers are allowed to change an Employee's Supervisor and edit their licenses.

This section includes the following topics:

Changing an Employee's Supervisor

Master Timekeepers are allowed to change an Employee's Supervisor. However, this function should only be performed if the field cannot be updated via the nightly EmpowHR feed.

To Change an Employee's Supervisor:

1. Select the ***Select Timesheets*** link from the Employees menu on the Master Timekeeper Main Menu page. The Select Timesheets page is displayed.

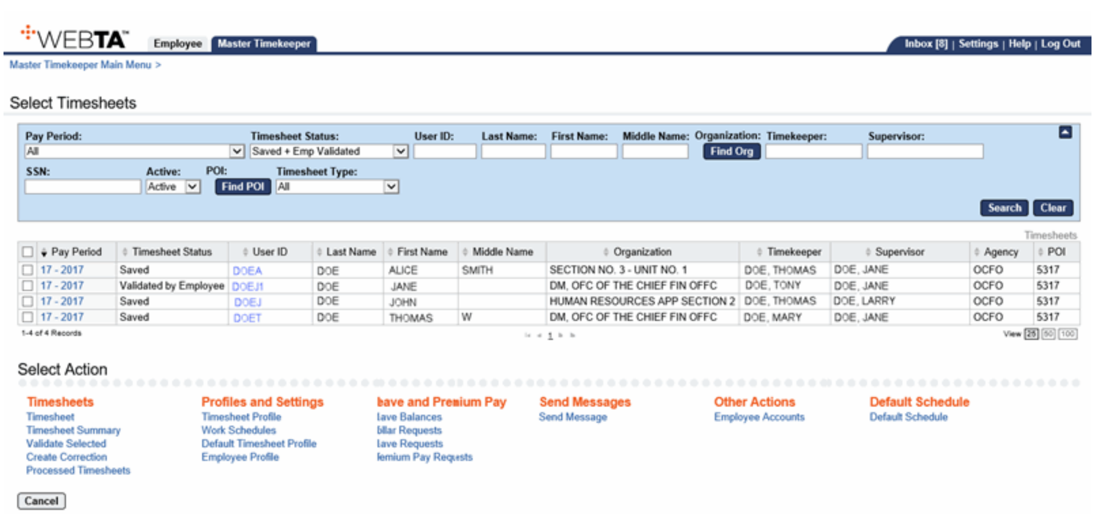


Figure 145: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the Profile and Settings action menu in the Select Action section. The Employee Profile page for the selected Employee is displayed.

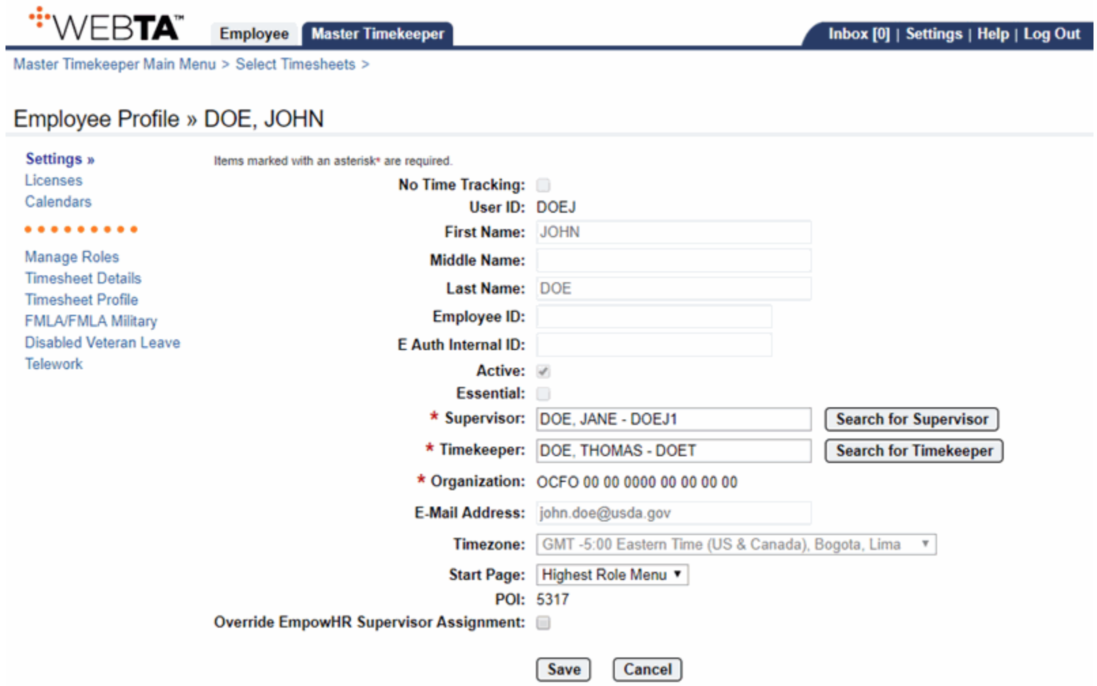


Figure 146: Employee Profile Page

4. Select the **Search for Supervisor** button. The Select User - Supervisor page is displayed listing available Supervisors.

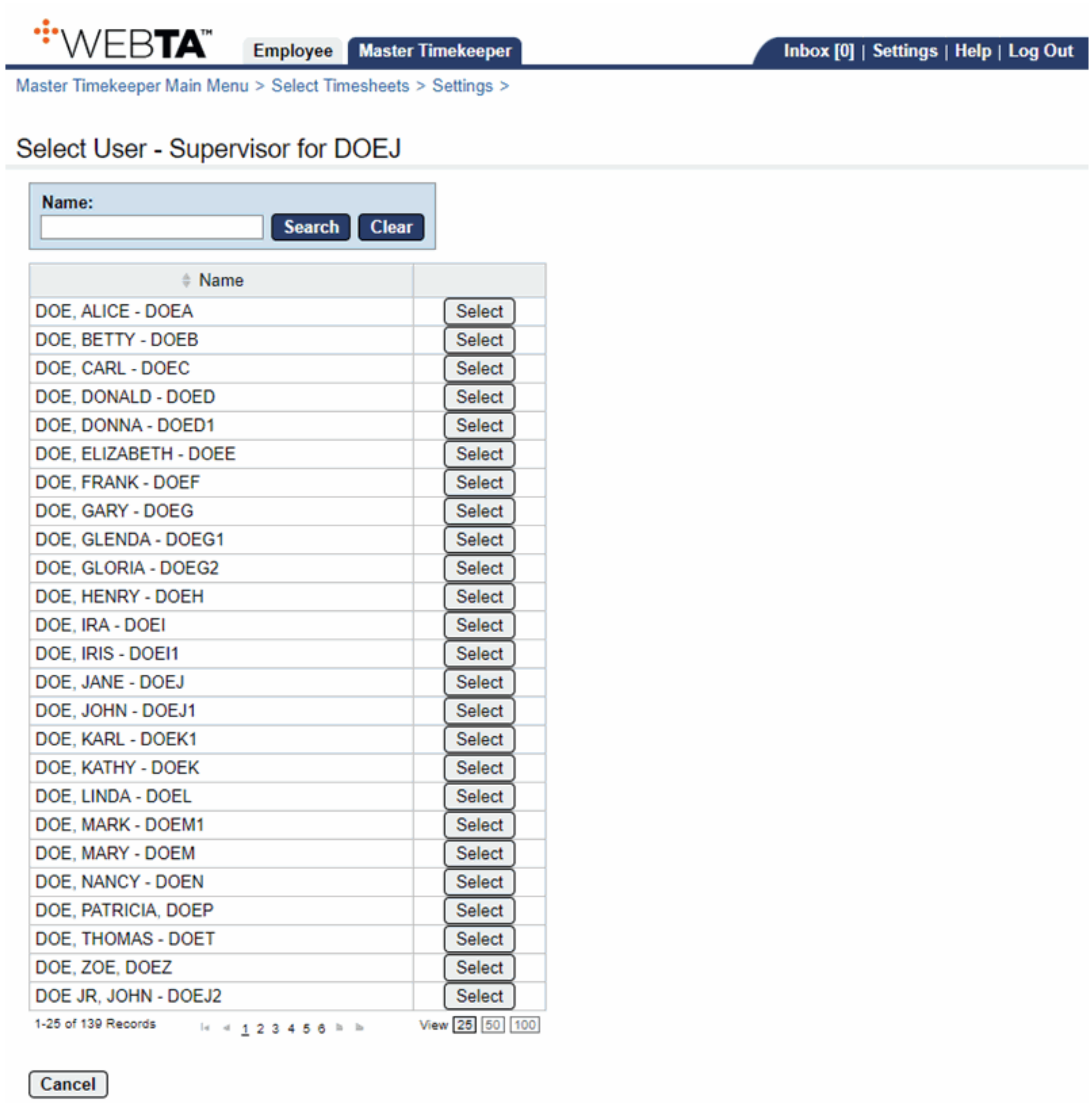


Figure 147: Select User - Supervisor Page

5. Select the **Select** button adjacent to the applicable Supervisor, if listed. The selected Supervisor populates to the Supervisor field on the Employee Profile page.

   OR

   Enter the Supervisor's name and select the **Search** button. Select the **Select** button adjacent to the Supervisor's name. The selected Supervisor populates to the Supervisor field on the Employee Profile page.

6. Select the **Save** button. The message, *Employee Profile successfully saved*, is displayed.

7. Select the **Cancel** button to return to the previous page.

OR

Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

Editing an Employee's Licenses

The Licenses page determines which webTA licenses the Employee may use. Master Timekeepers are allowed to edit these licenses.

To Edit an Employee's webTA Licenses:

1. Select the ***Select Timesheets*** link from the Employees menu on the Master Timekeeper Main Menu page. The Select Timesheets page is displayed.

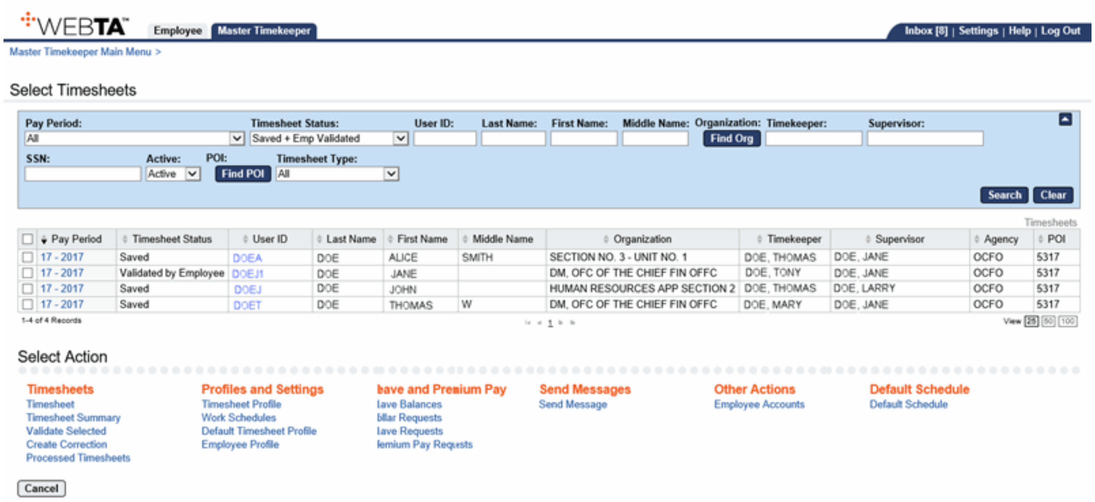


Figure 148: Select Timesheets Page

2. Select the applicable Employee.

3. Select the ***Employee Profile*** link from the action menu in the Profiles and Settings section. The Employee Profile page for the selected Employee is displayed.

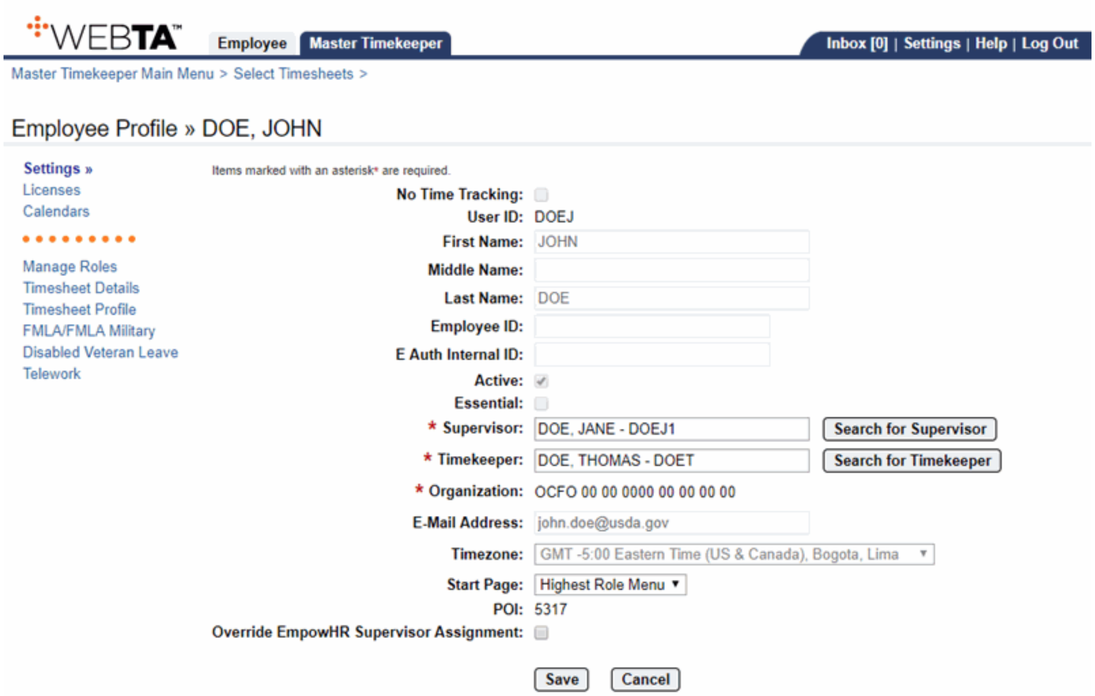


Figure 149: Employee Profile Page

4. Select the ***Licenses*** link from the sidebar menu. The Licenses page is displayed.

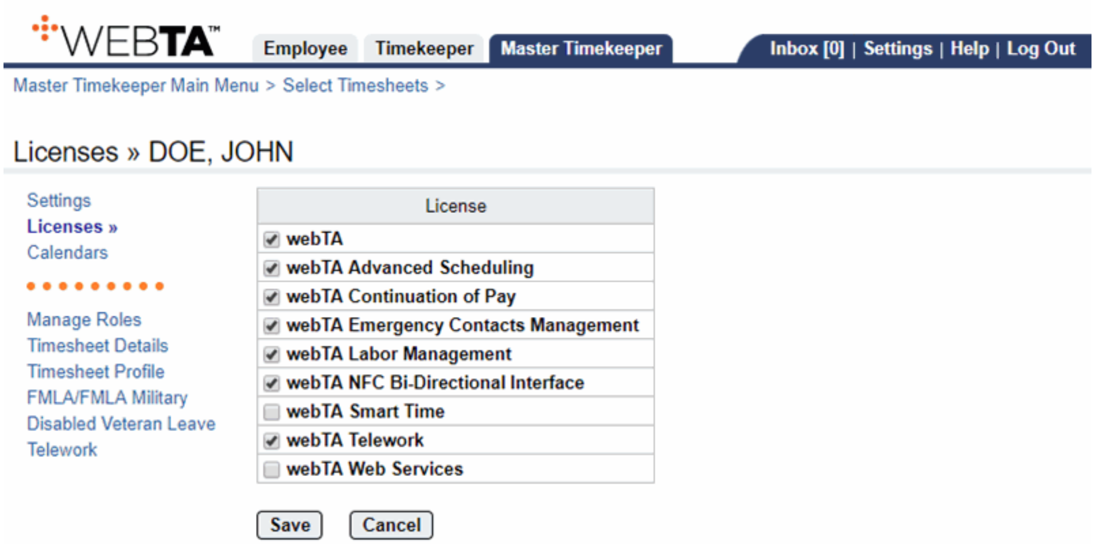


Figure 150: Licenses Page

5. Select or deselect each applicable license for the Employee's use.

6. Select the **Save** button. The message, *Successfully saved permissions*, is displayed.

7. Select the **Cancel** button to return to the Select Timesheets page.

   OR

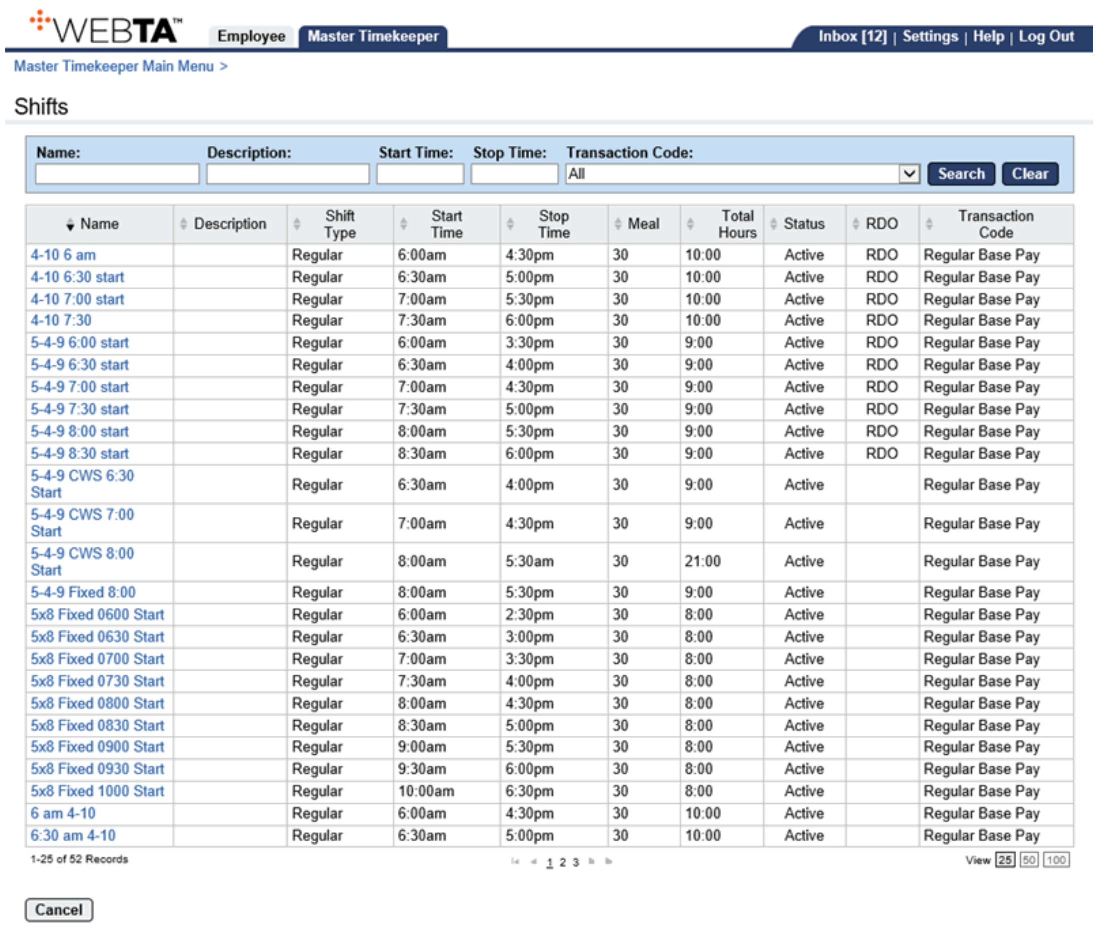
   Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

Shift Assignments

A shift is the smallest segment of time that the Timekeeper can select to create a schedule. The HR Administrator adds and maintains a list of shifts. Timekeepers may view the list of available shifts on the Shifts page. Master Timekeepers have the responsibility of assigning shifts for use by their Agencies and POIs.

To View a List of Available Shifts:

1. Select the ***Shifts*** link from the Schedule section on the Master Timekeeper Main Menu page. The Shifts page is displayed.



Name	Description	Shift Type	Start Time	Stop Time	Meal	Total Hours	Status	RDO	Transaction Code
4-10 6 am		Regular	6:00am	4:30pm	30	10:00	Active	RDO	Regular Base Pay
4-10 6:30 start		Regular	6:30am	5:00pm	30	10:00	Active	RDO	Regular Base Pay
4-10 7:00 start		Regular	7:00am	5:30pm	30	10:00	Active	RDO	Regular Base Pay
4-10 7:30		Regular	7:30am	6:00pm	30	10:00	Active	RDO	Regular Base Pay
5-4-9 6:00 start		Regular	6:00am	3:30pm	30	9:00	Active	RDO	Regular Base Pay
5-4-9 6:30 start		Regular	6:30am	4:00pm	30	9:00	Active	RDO	Regular Base Pay
5-4-9 7:00 start		Regular	7:00am	4:30pm	30	9:00	Active	RDO	Regular Base Pay
5-4-9 7:30 start		Regular	7:30am	5:00pm	30	9:00	Active	RDO	Regular Base Pay
5-4-9 8:00 start		Regular	8:00am	5:30pm	30	9:00	Active	RDO	Regular Base Pay
5-4-9 8:30 start		Regular	8:30am	6:00pm	30	9:00	Active	RDO	Regular Base Pay
5-4-9 CWS 6:30 Start		Regular	6:30am	4:00pm	30	9:00	Active		Regular Base Pay
5-4-9 CWS 7:00 Start		Regular	7:00am	4:30pm	30	9:00	Active		Regular Base Pay
5-4-9 CWS 8:00 Start		Regular	8:00am	5:30am	30	21:00	Active		Regular Base Pay
5-4-9 Fixed 8:00		Regular	8:00am	5:30pm	30	9:00	Active		Regular Base Pay
5x8 Fixed 0600 Start		Regular	6:00am	2:30pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0630 Start		Regular	6:30am	3:00pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0700 Start		Regular	7:00am	3:30pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0730 Start		Regular	7:30am	4:00pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0800 Start		Regular	8:00am	4:30pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0830 Start		Regular	8:30am	5:00pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0900 Start		Regular	9:00am	5:30pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 0930 Start		Regular	9:30am	6:00pm	30	8:00	Active		Regular Base Pay
5x8 Fixed 1000 Start		Regular	10:00am	6:30pm	30	8:00	Active		Regular Base Pay
6 am 4-10		Regular	6:00am	4:30pm	30	10:00	Active		Regular Base Pay
6:30 am 4-10		Regular	6:30am	5:00pm	30	10:00	Active		Regular Base Pay

Figure 151: Shifts Page

The following fields are displayed:

Name (see "***Name Field Description***" on page 322)

Shift (see "***Shift Field Instruction***" on page 326)

Shift Type (see "***Shift Type Field Description***" on page 326)

Start Time (see "***Start Time Field Description***" on page 328)

Stop Time (see "***Stop Time Field Description***" on page 329)

Meal (see "***Meal Field Description***" on page 322)

Total Hours (see "***Total Hours Field Description - Shifts***" on page 332)

Status (see "***Status Field Description - Shifts***" on page 329)

RDO (see "***RDO Field Description***" on page 325)

Transaction Code (see "***Transaction Code Field Description***" on page 332)

2. Select the **Cancel** button to return to the Master Timekeeper Main Menu page.

OR

Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

To Assign a Shift to an Agency or POI:

1. Select the ***Assign Shifts*** link from the Schedule section on the Master Timekeeper Main Menu page. The Assign Shift page is displayed.

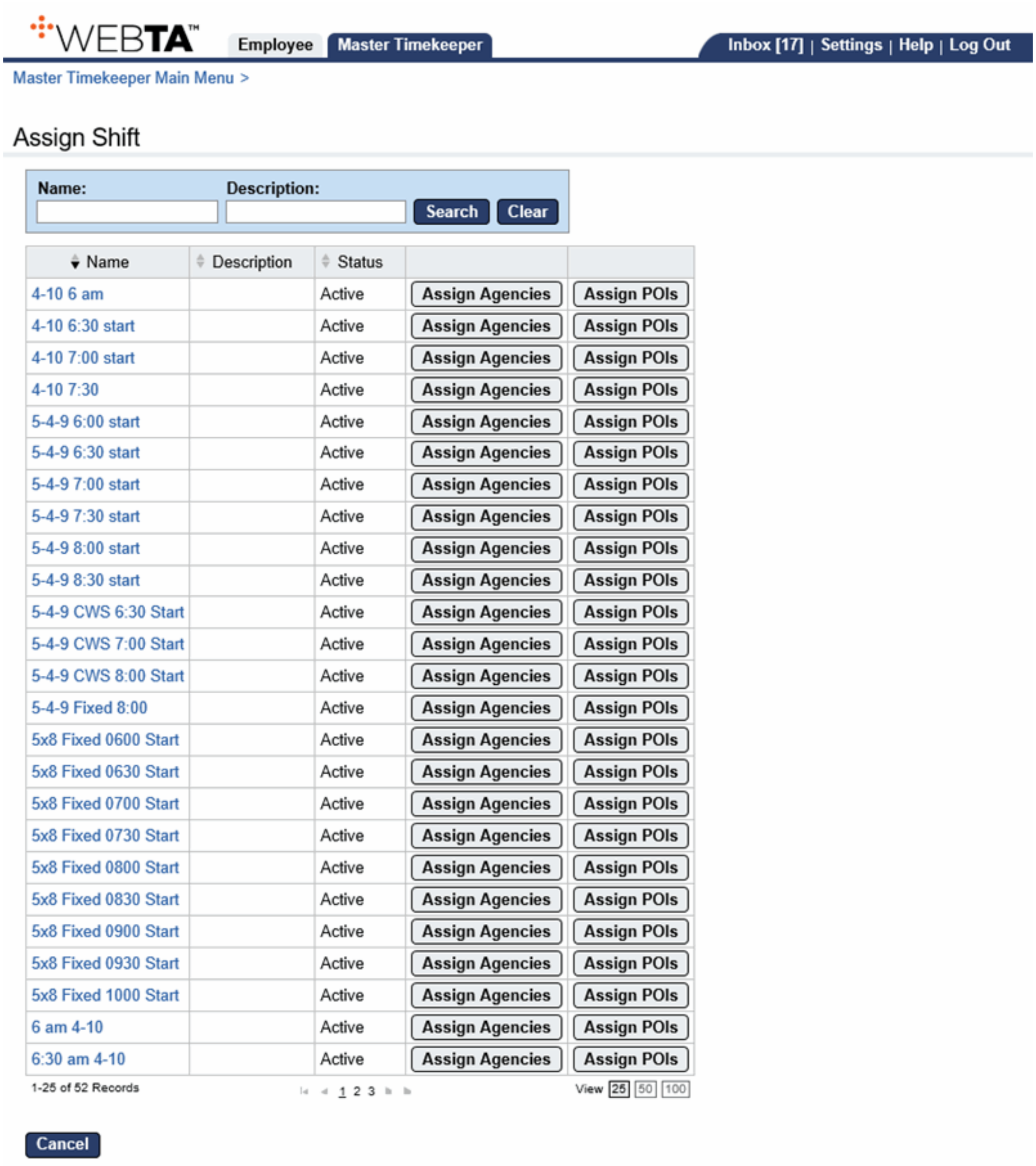


Figure 152: Assign Shift Page

2. Select the applicable **Assign Agencies** or **Assign POIs** button adjacent to the applicable shift. The applicable Organizations or POIs Assigned To Shift page is displayed listing the Organizations or POIs assigned to the selected shift.

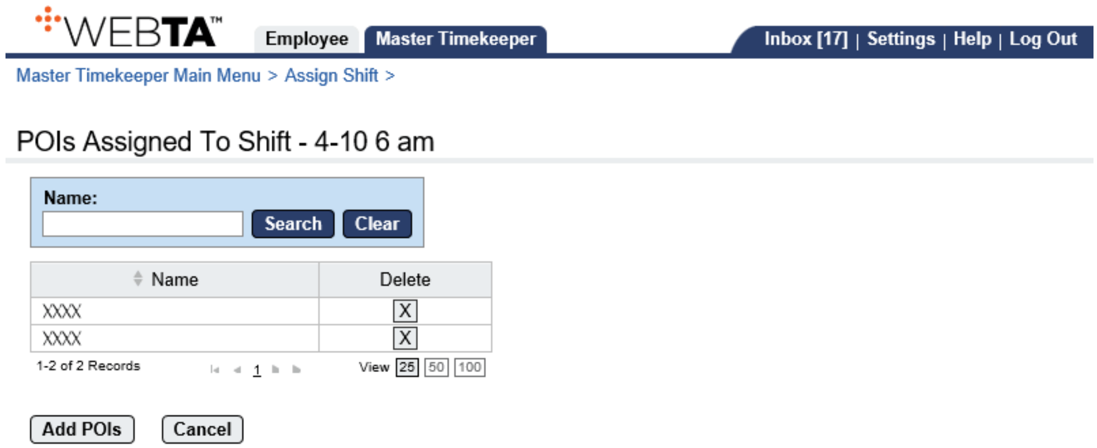


Figure 153: POIs Assigned to Shift Page

3. Select the **Add POIs** button. The Select POIs page is displayed.

4. Select the POI to assign the shift.

5. Select the **Select** button. The POI is listed on the POIs Assigned to Shift page.

6. Repeat steps to assign more POIs.

   OR

   Select the **Cancel** button to return to the Assign Shifts page.

   OR

   Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

Schedule Templates Assignments

Master Timekeepers are responsible for assigning schedule templates to Agencies and POIs.

To Assign a Schedule Template to an Agency:

1. Select the ***Assign Schedule Template*** link from the Schedule section on the Master Timekeeper Main Menu page. The Assign Schedule Template page is displayed.

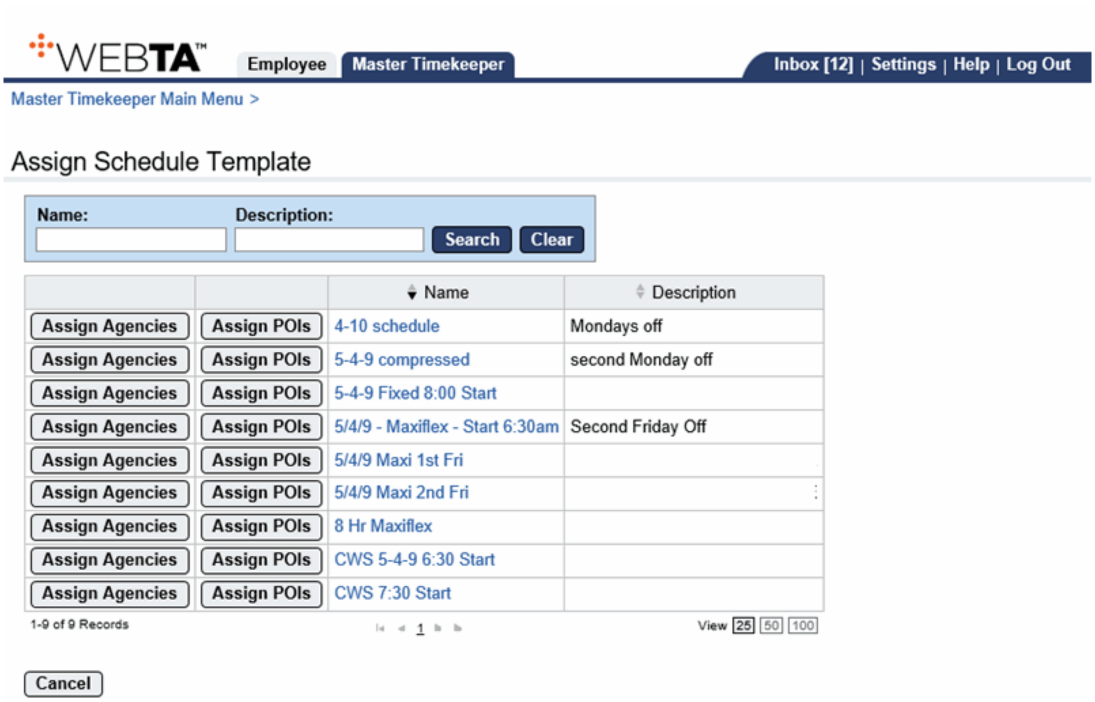


Figure 154: Assign Schedule Template Page

2. Select the **Assign Agencies** button on the row that identifies the schedule template that you wish to assign. The Assigned Organizations to Template page is displayed listing Agencies that have already been assigned to the schedule template.

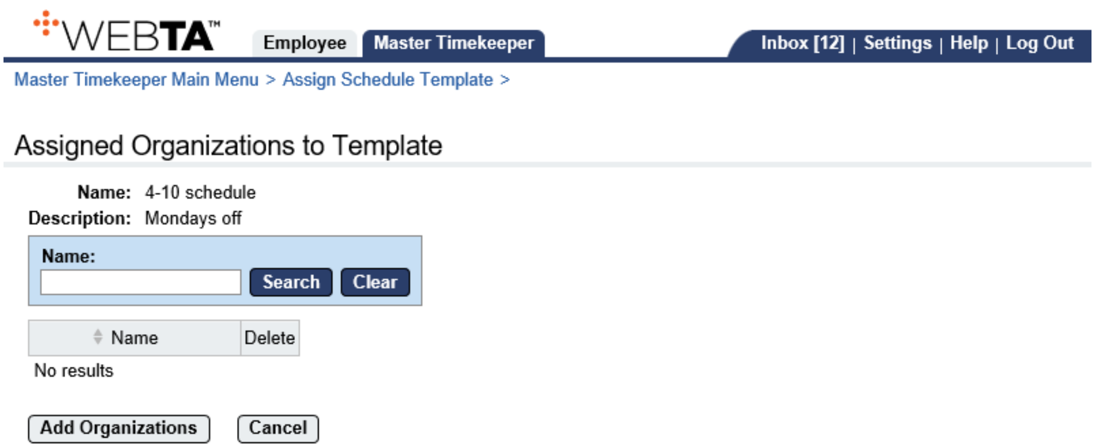


Figure 155: Assigned Organizations to Template Page

3. Select the **Add Organizations** button. The Select Agencies page is displayed.

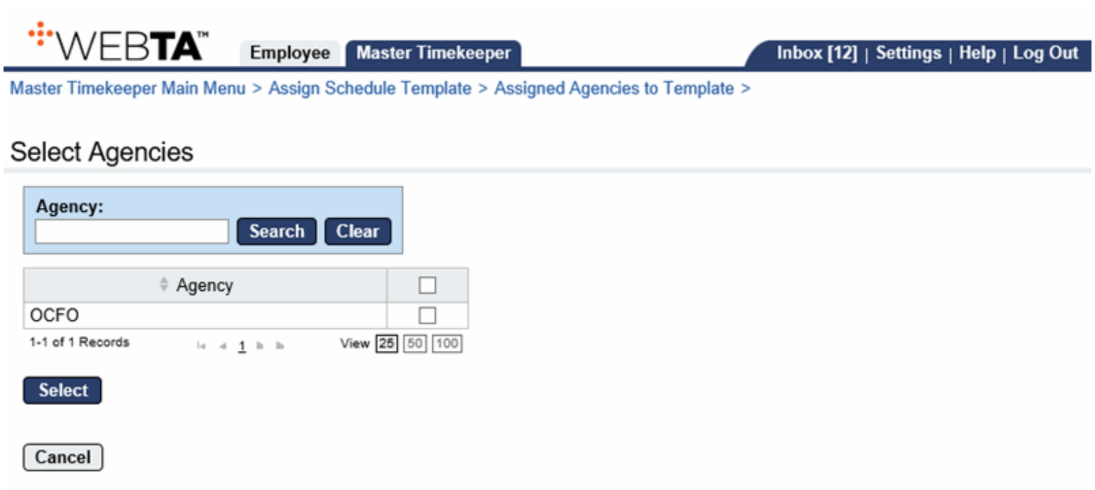


Figure 156: Select Agencies Page

4. Select the parent organization name link. The Assign Organizations page is displayed.

5. Select the Agency to assign to the schedule template. The Assigned Organizations to Template page is displayed with Agency added.

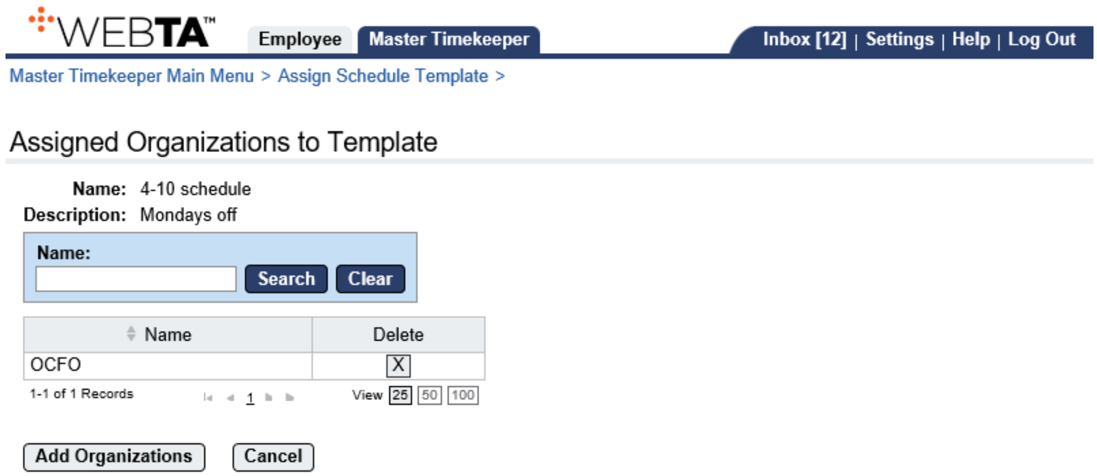


Figure 157: Assigned Organizations to Template - Agency Added

6. Select the **Cancel** button to return to the Assign Schedule Template page.

   OR

   Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

To Assign Schedule Templates to POI(s):

1. Select the ***Assign Schedule Template*** link from the Schedule section on the Master Timekeeper Main Menu page. The Assign Schedule Template page is displayed.

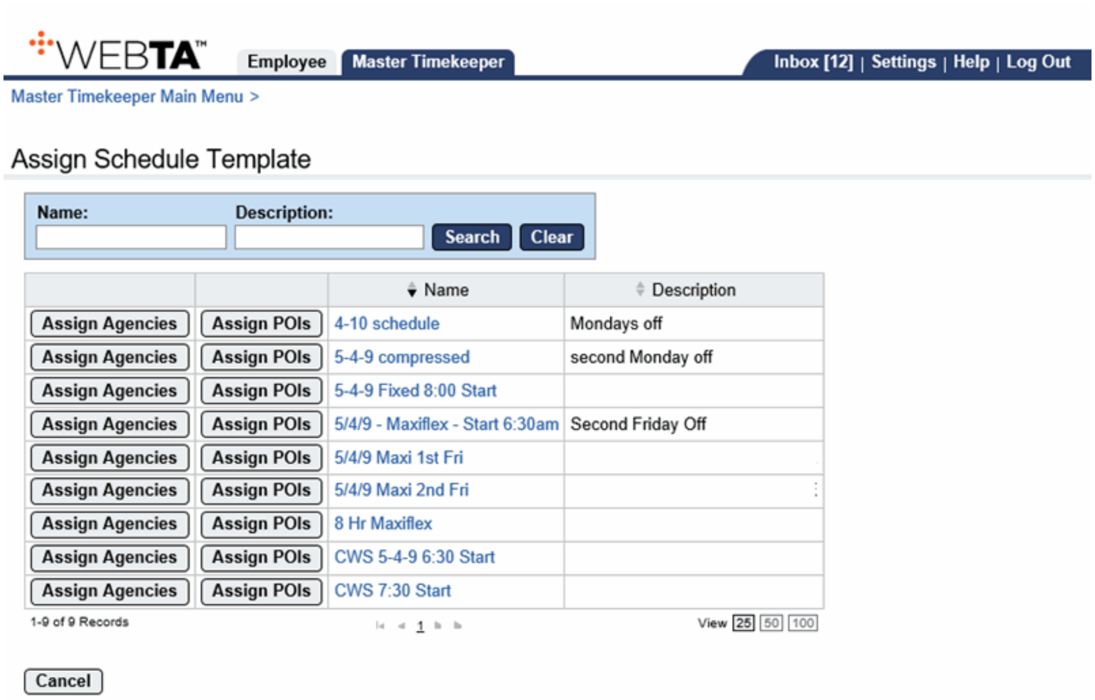


Figure 158: Assign Schedule Template Page

2. Select the **Assign POIs** button on the row that identifies the schedule template. The POIs Assigned to Work Schedule Template page is displayed. POIs that have already been assigned to the schedule template are listed in a table.

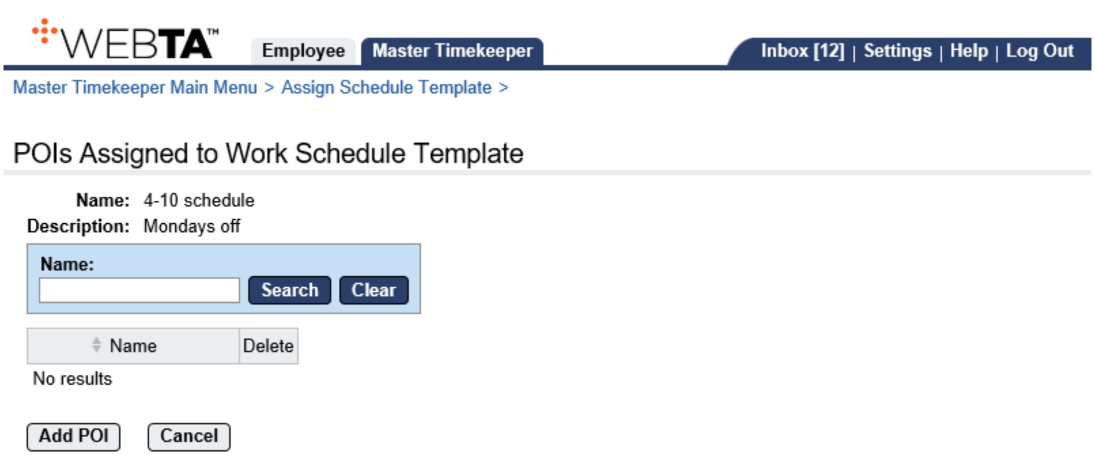


Figure 159: POIs Assigned to Work Schedule Template Page

3. Select the **Add POI** button. The Select POIs page is displayed.

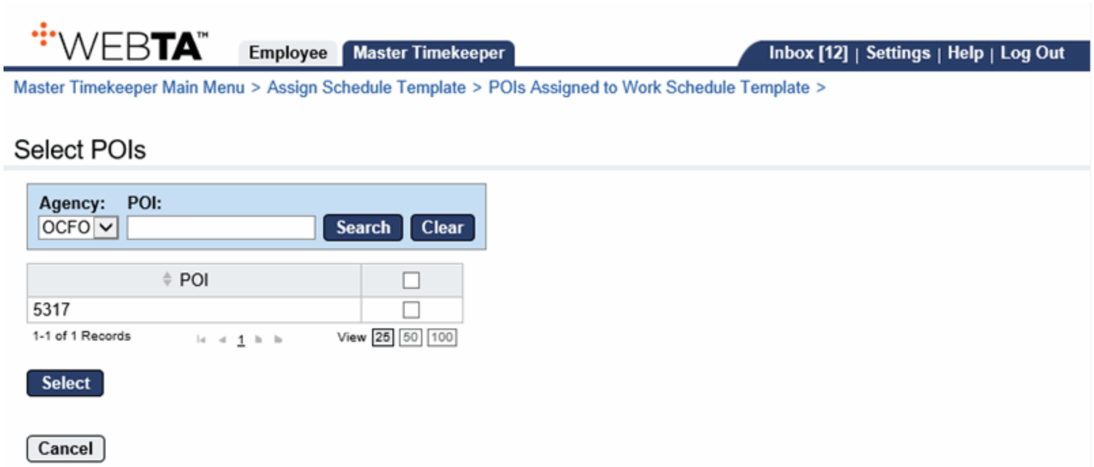


Figure 160: Select POIs Page

4. Select the POI(s) to assign the Work Schedule Template.

5. Select the **Select** button. The POIs Assigned to Work Schedule Template page is displayed listing the POI(s) added.

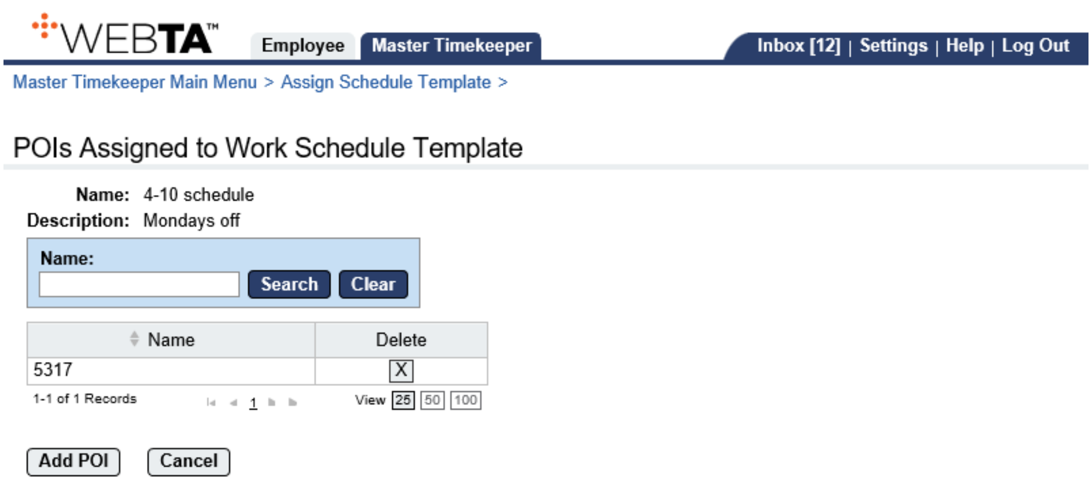


Figure 161: POIs Assigned to Work Schedule Page - POI Added

6. Select the **Cancel** button to return to the Assign Schedule Template page.

OR

Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

POI/Agency Assignment

Master Timekeepers have the ability to view their assigned POIs and Agencies.

To View Your Assigned POIs and Agencies:

1. Select the ***My Assigned POIs and Agencies*** link from the POI/Agency Assignment section on the Master Timekeeper Main Menu. page. The My Assigned POIs and Agencies page is displayed with your name and assigned roles, and the Agency and POI assigned to you in your user profile. If additional POIs and Agencies are assigned, the information displays in the applicable table.

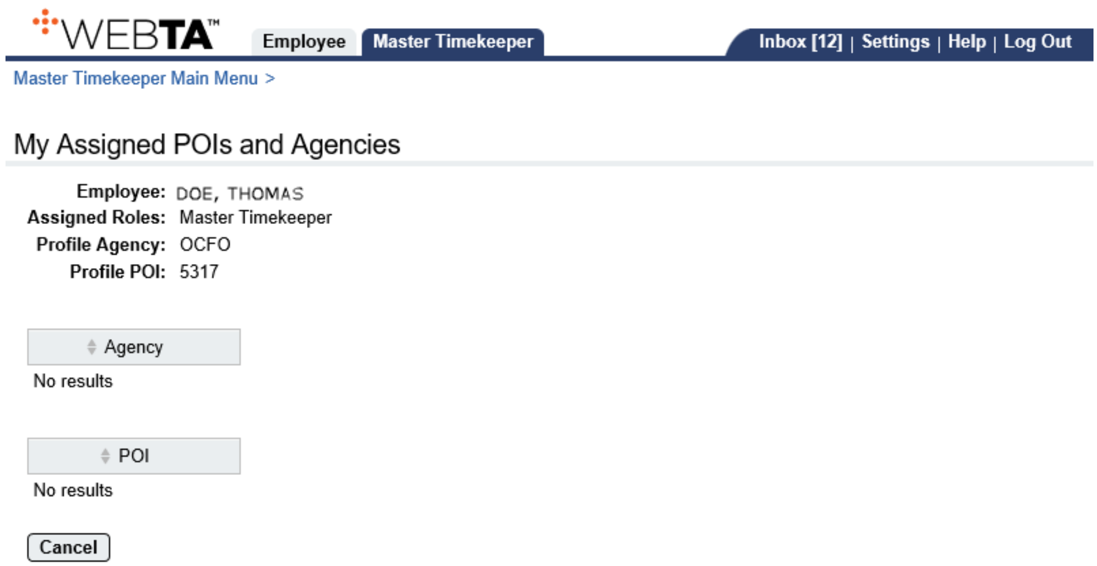


Figure 162: My Assigned POIs and Agencies Page

2. Select the **Cancel** button to return to the Master Timekeeper Main Menu page.

Validation Error Overrides

Under special circumstances, the Master Timekeeper may need to bypass errors generated during the validation process.

Note: Master Timekeepers with edit privileges are allowed to Override Validation errors, but these errors may still not pass the TIME edits at NFC.

To Override a Validation Error:

1. Select the ***Select Timesheets*** link from the Employees menu on the Master Timekeeper Main Menu page. The Select Timesheets page is displayed.

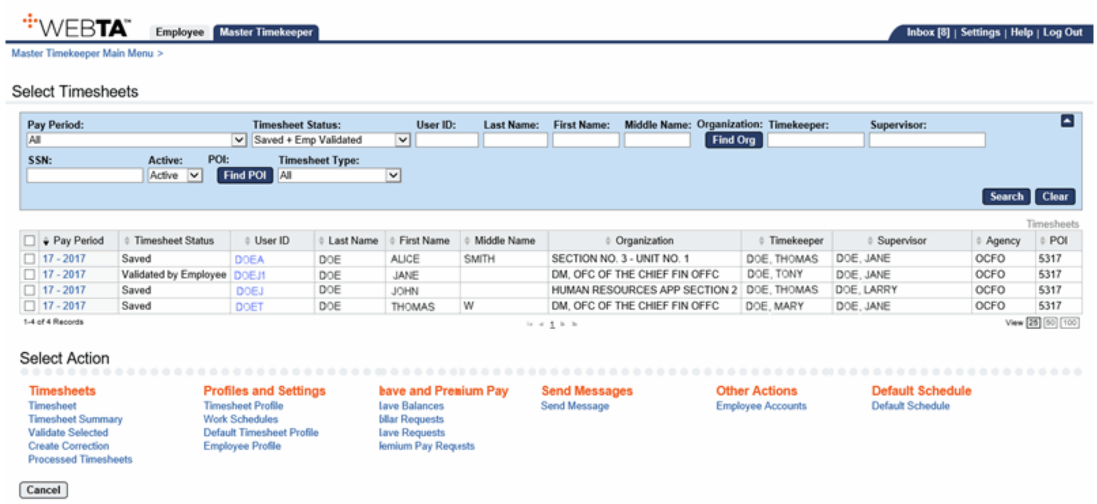


Figure 163: Select Timesheets Page

2. Select the timesheet for which you want to override the errors.

3. Select the ***Timesheet*** link from the Timesheets action menu in the Select Action section. The Timesheet page is displayed.

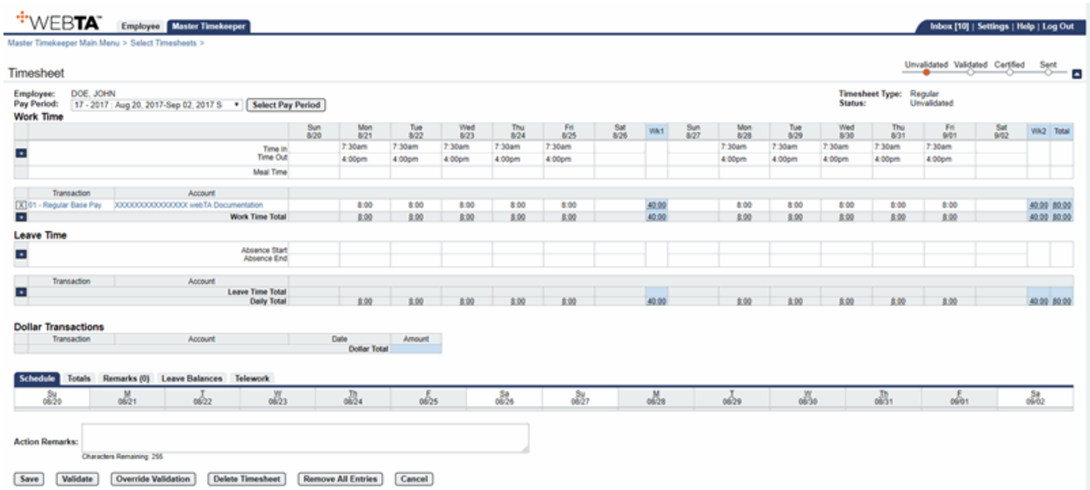


Figure 164: Timesheet Page

4. Select the **Validate** button. The Validation error is displayed.

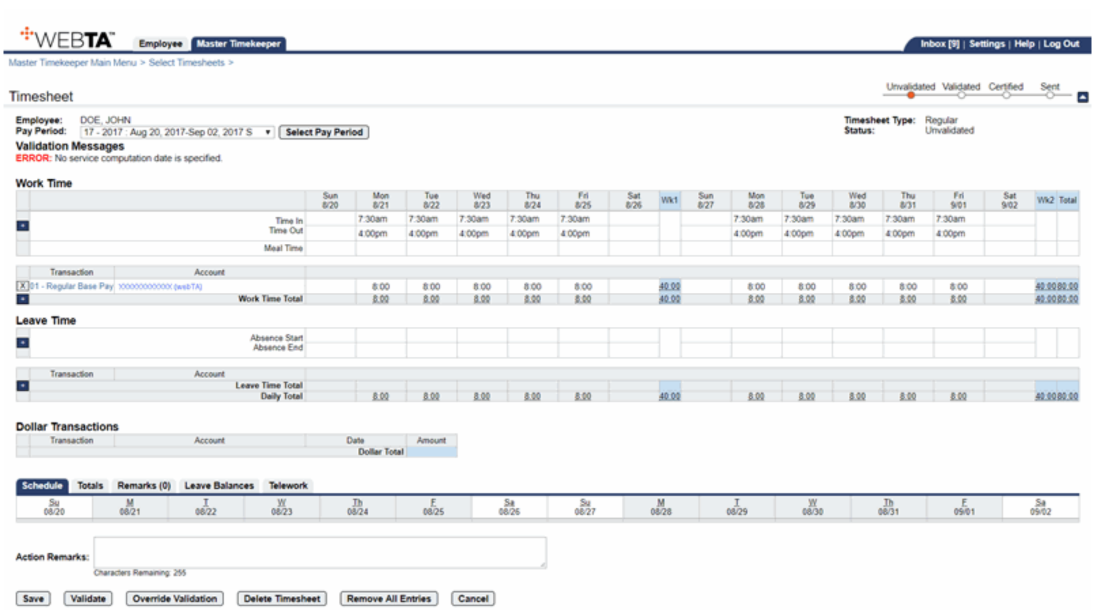


Figure 165: Timesheet Page - Validation Error

5. Select the **Override Validation** button. The message, *Validation overridden successfully*, is displayed.

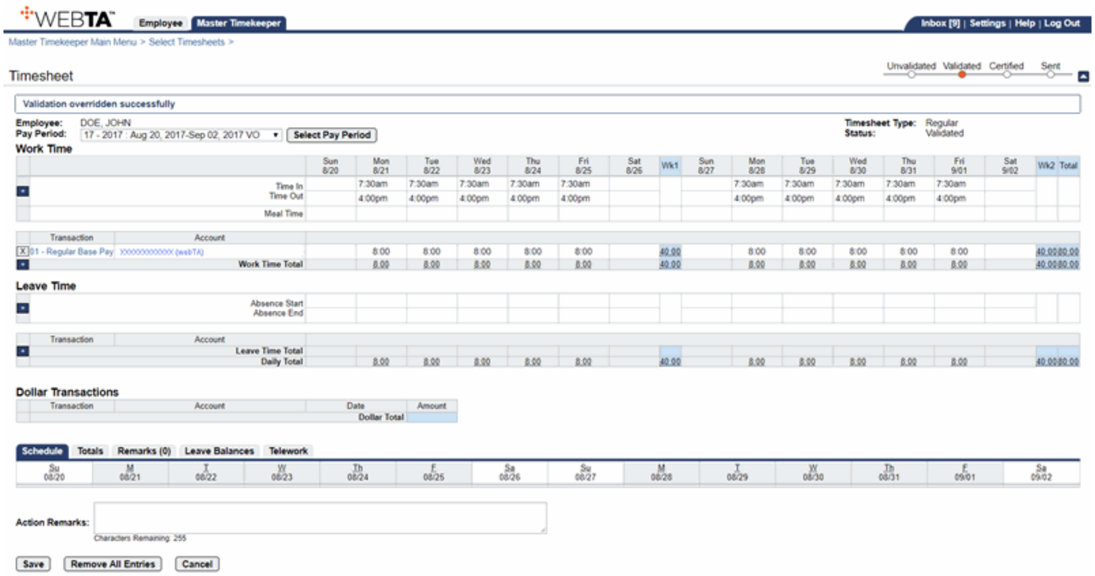


Figure 166: Timesheet Page - Validation Overridden Successful

OR

Select the ***Validate Selected*** link from the Timesheets action menu in the Select Action section. The Timesheet Validation page is displayed.

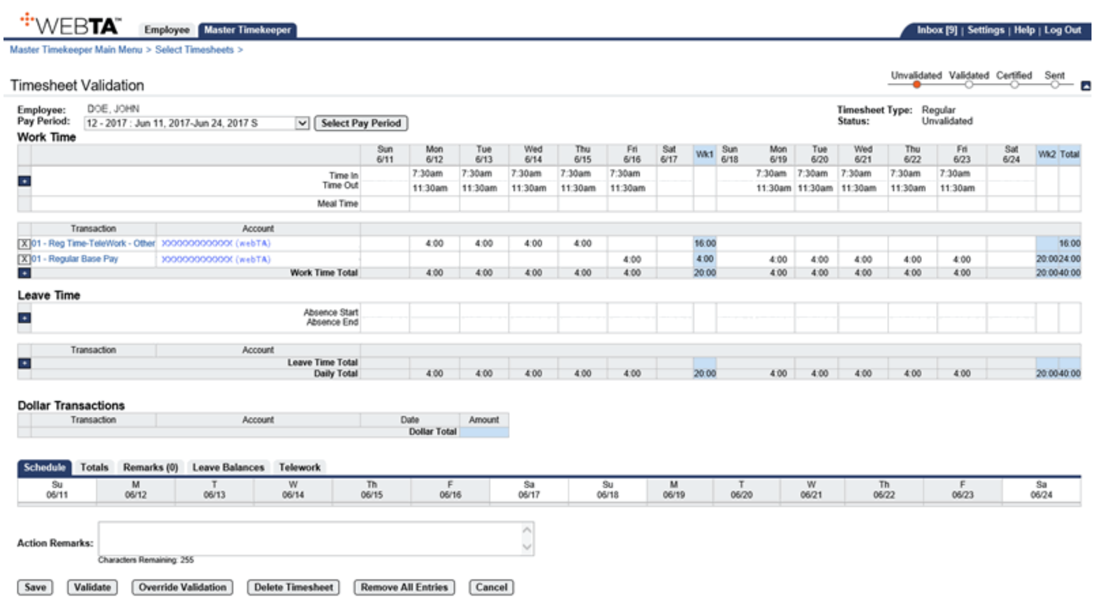


Figure 167: Timesheet Validation Page

Select the **Override Validation** button. The message, *Validation overridden successfully*, is displayed.

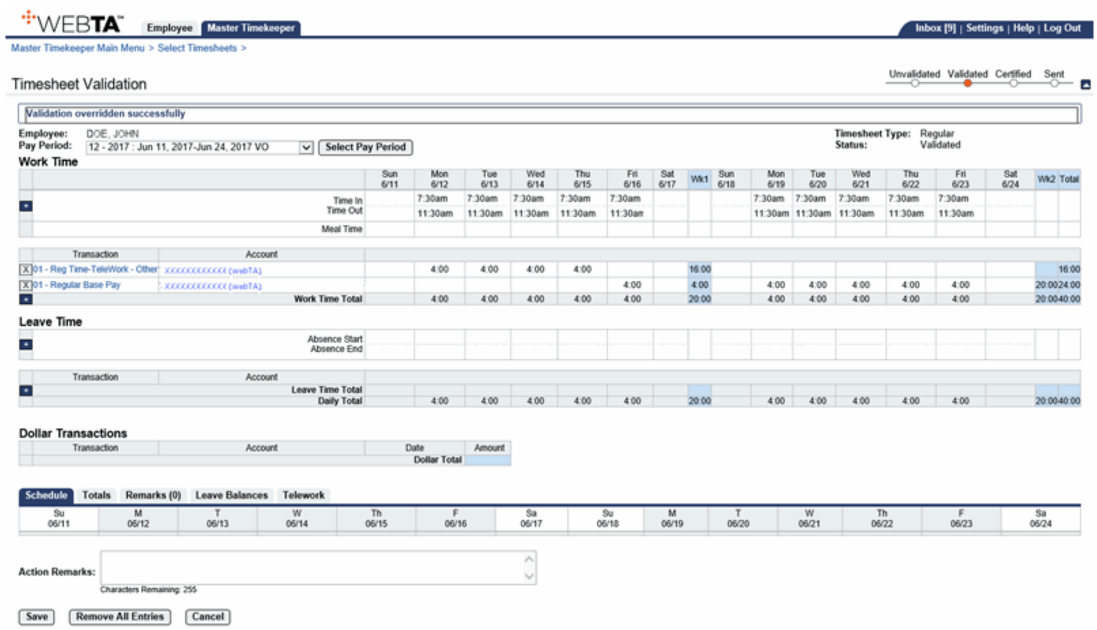


Figure 168: Timesheet Validation Page - Validation Overridden

6. Select the **Cancel** button to return to the previous page.

   OR

   Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

Reports

Most webTA reports are available to both the Timekeeper and Master Timekeeper roles. However, there are some reports that are only available to a single role.

The Reports menu on the Timekeeper and Master Timekeeper Main Menu pages contain two options, ***Reports*** and ***My Saved and Scheduled Reports***. The Reports page lists reports that are available to a Timekeeper and Master Timekeeper and the My Saved and Scheduled Reports page displays a list of reports that have been scheduled for background execution.

Many reports may be run for a range of pay periods. For these reports, a maximum of 26 pay periods is allowed.

The default output display for most webTA reports is the browser. However, some reports may be run in alternate formats.

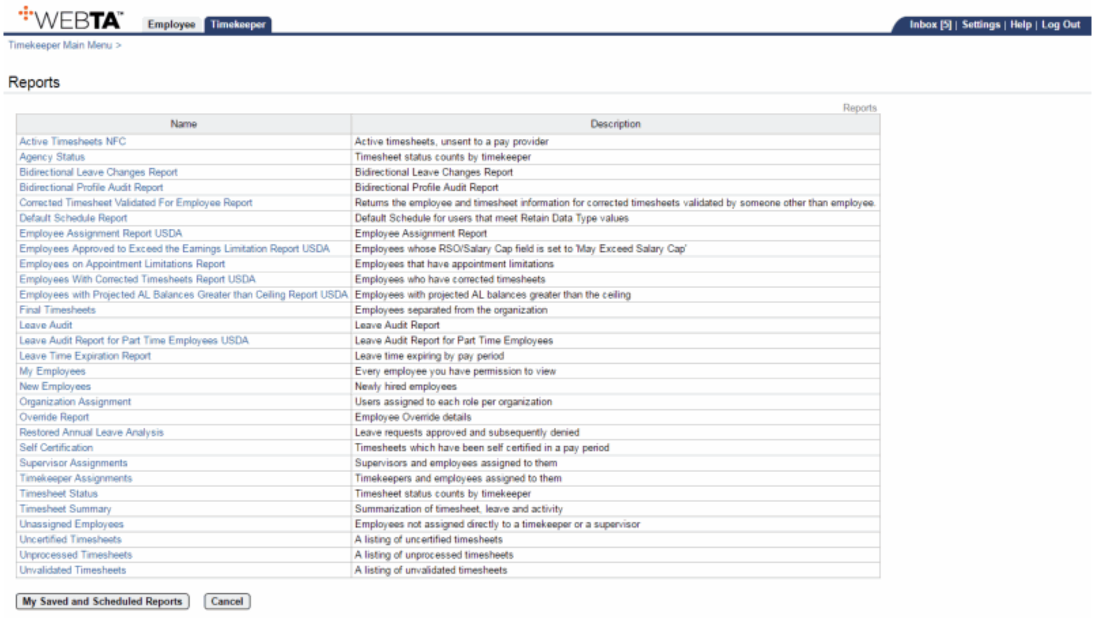
The following file formats are available:

- Portable Document Format (PDF)
- Excel (Spreadsheet)
- HyperText Markup Language (HTML)
- Comma Separated Values (CSV)

For a description of each report, select the report name link and then select ***Help***.

To Save a Report in PDF:

1. Select the ***Reports*** link from the Timekeeper or Master Timekeeper Main Menu. The applicable Reports menu is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 169: Timekeeper Reports Menu Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the ***PDF*** link. A popup appears asking whether to open or save the report.

5. Select the **Open** button to open the report and display it as a PDF. A PDF of the applicable report is displayed.

   OR

   Select the **Save** button to download and save the report. The report is saved. Select the **Open**, **Open folder**, or **View Downloads** button as applicable.

   OR

   Select the **Cancel** button to cancel the action and return to the applicable report.

To Save a Report in Excel:

1. Select the ***Reports*** link from the Timekeeper or Master Timekeeper Main Menu. The Reports menu is displayed.

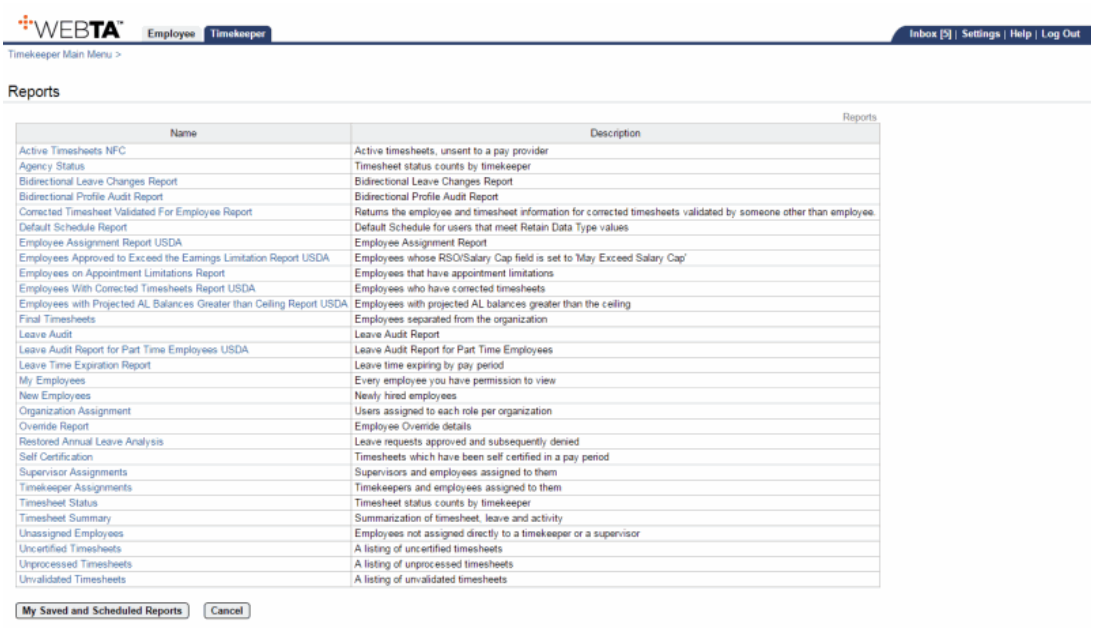


Figure 170: Timekeeper Reports Menu Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the ***Excel*** link. A popup appears asking whether to open or save the report.

5. Select the **Open** button to open the report and display it as an Excel spreadsheet. An Excel spreadsheet of the applicable report is displayed.

   OR

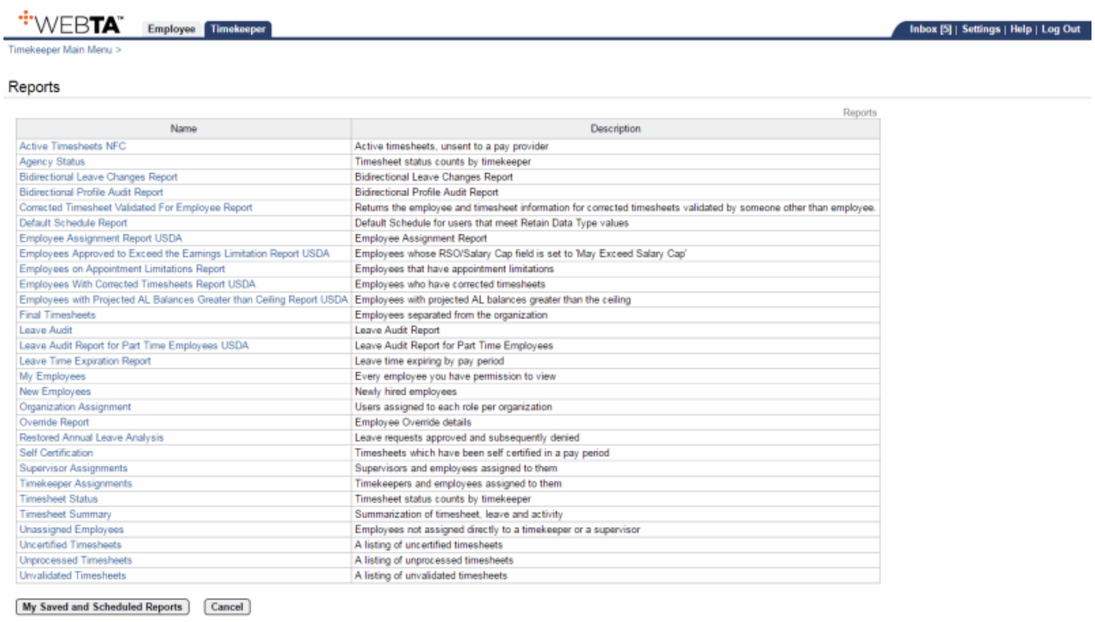
   Select the **Save** button to download and save the report. The report is saved. Select the **Open**, **Open folder**, or **View Downloads** button as applicable.

   OR

   Select the **Cancel** button to cancel the action and return to the applicable report.

To Save a Report in HTML:

1. Select the ***Reports*** link from the Timekeeper or Master Timekeeper Main Menu. The Reports menu is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 171: Timekeeper Reports Menu Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the ***HTML*** link. A popup appears asking whether to open or save the report.

5. Select the **Open** button to open the report and display it as a HTML. A HTML of the applicable report is displayed.

   OR

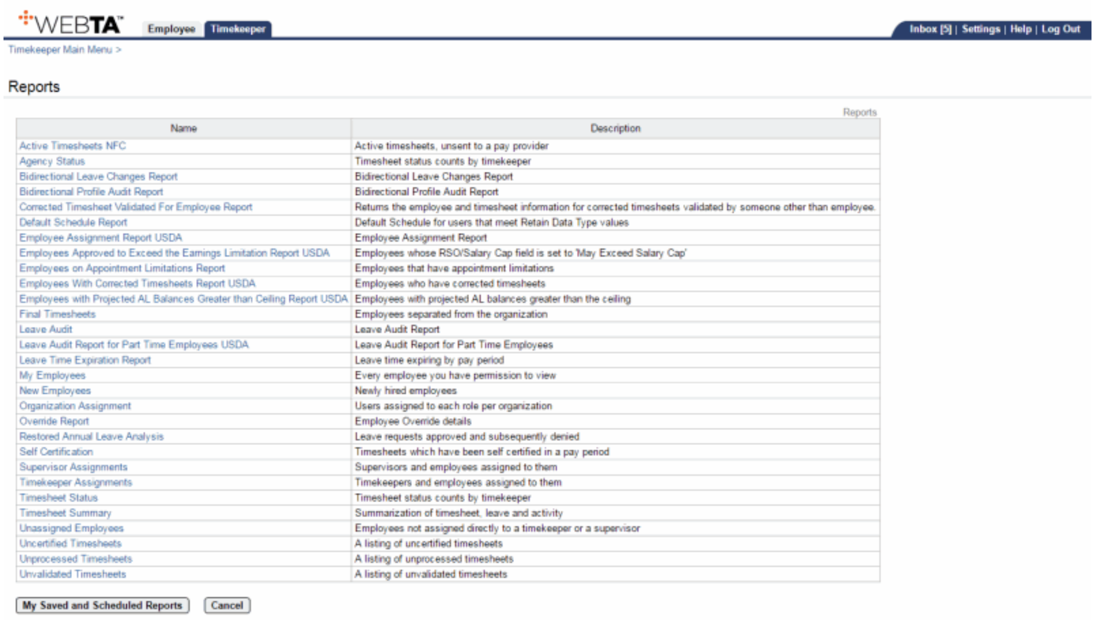
   Select the **Save** button to download and save the report. The report is saved. Select the **Open**, **Open folder**, or **View Downloads** button as applicable.

   OR

   Select the **Cancel** button to cancel the action and return to the applicable report.

To Save a Report in CSV:

1. Select the ***Reports*** link from the Timekeeper or Master Timekeeper Main Menu. The Reports menu is displayed.



WEBTA Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

Reports

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 172: Timekeeper Reports Menu Page

2. Select the applicable report to be saved. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the ***CSV*** link. A popup appears asking whether to open or save the report.

5. Select the **Open** button to open the report and display it as a CSV. A CSV of the applicable report is displayed.

   OR

   Select the **Save** button to download and save the report. The report is saved. Select the **Open**, **Open folder**, or **View Downloads** button as applicable.

   OR

   Select the **Cancel** button to cancel the action and return to the applicable report.

This section includes the following topics:

Saving and Scheduling Reports

The My Saved and Scheduled Reports page displays a list of saved reports. These reports are saved using the ***Background Execution*** option on the individual report pages. The reports may be viewed in PDF, Excel, HTML, or CSV file format.

Most reports have the ***Background Execution*** option.

Reports may also be downloaded, saved, deleted, emailed, or rerun.

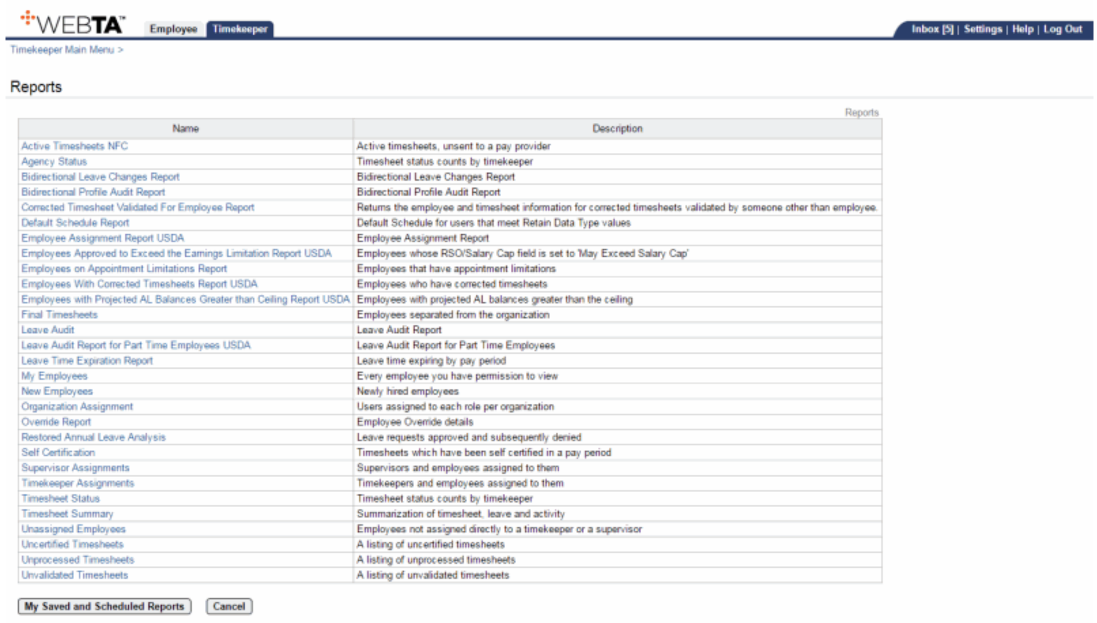
The Status drop-down list allows you to select a status and search for all reports in that status. The following statuses are displayed on the Status drop-down list:

- **`All`** - all available reports.
- **`Pending`** - report has been scheduled to run, but it hasn't yet been picked up by the report creation job.
- **`Queued`** - report has been picked up by the report creation job.
- **`Generating`** - report is currently being run by the report creation job.
- **`Complete`** - report has been successfully generated.
- **`Error`** - error was encountered upon generating the report.
- **`Invalid`** - all associated report schedule instances are marked invalid when an ad hoc report structure is changed.

Note: You must create a new report schedule when this occurs.

To Schedule a Report for Background Execution:

1. Select the ***Reports*** link from the Reports section on the Timekeeper or Master Timekeeper Main Menu. The Reports menu is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 173: Timekeeper Reports Menu Page

2. Select the applicable report. The applicable report parameters page is displayed.

3. Complete the report parameters page.

4. Select the applicable format from the Background Execution drop-down list. The following formats are available:

   - PDF
   - Excel
   - CSV
   - HTML
   - Emailed PDF
   - Emailed Excel
   - Emailed CSV
   - Emailed HTML

5. The message, *Your report has been submitted for background processing,* is displayed.

6. Select the **Cancel** button to return to the Reports menu.

7. Select the **My Saved and Scheduled Reports** button from the Reports menu. The My Saved and Scheduled Reports page is displayed with the saved report.

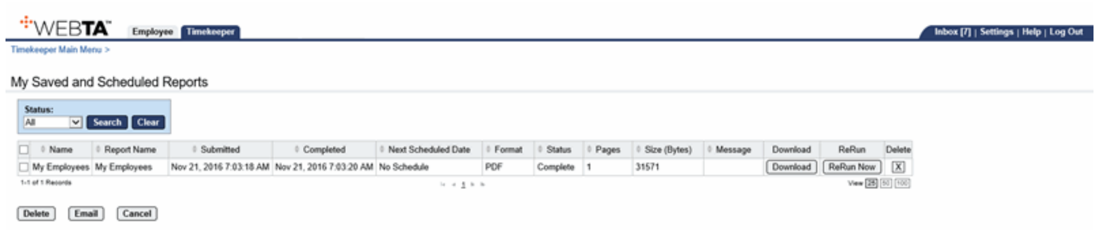


Figure 174: My Saved and Scheduled Reports Page

To Open a Saved or Scheduled Report:

1. Select the **My Saved and Scheduled Reports** button from the Timekeeper or Master Timekeeper Main Menu. The My Saved and Scheduled Reports page is displayed

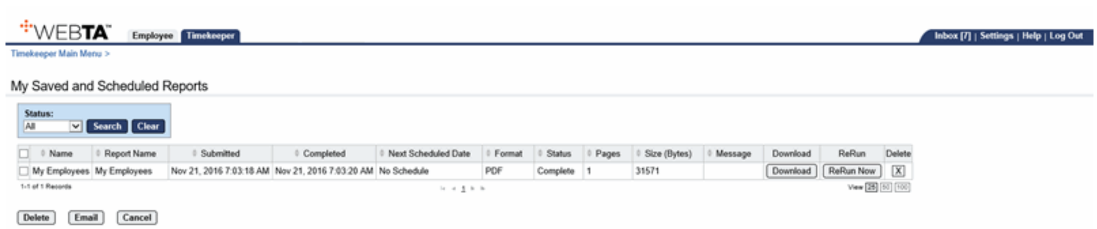


Figure 175: My Saved and Scheduled Reports Page

2. Select the applicable report.

3. Select the **Download** button to download the report.

OR

Select the **ReRun Now** button to run the report. The message, *Report Instance 'name of report' submitted for execution*, is displayed.

OR

Select the **Delete** button to delete the report. The message, *Are you sure you want to delete report instance 'name of report'*? is displayed. Select the **Yes** or **Cancel** button, as applicable.

Note: You can also select the **X** in the Delete column to delete the report.

OR

Select the **Email** button to email the report. The message, *Are you sure you want to email report instance(s) to yourself?*, is displayed. Select the **Yes** or **Cancel** button, as applicable.

OR

Select the **Cancel** button to return to the Timekeeper Main Menu.

Running Reports

The Timekeeper and Master Timekeeper Reports menus display the report name and a brief description of the report. Most of the reports are available to both roles; however, some are only available to a single role. These reports are notated.

The My Saved and Scheduled Reports page can also be accessed from the Reports menu page.

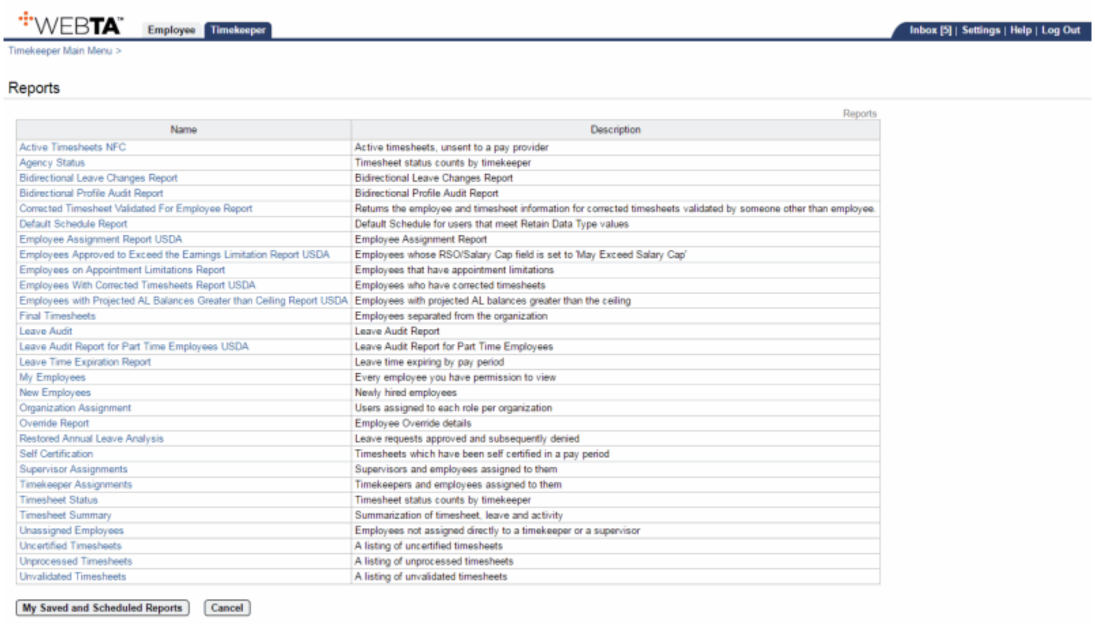


Figure 176: Timekeeper Reports Menu Page

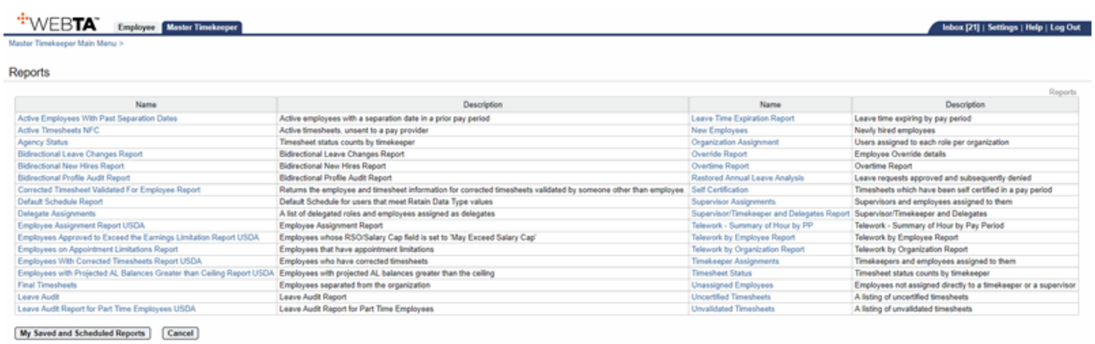


Figure 177: Master Timekeeper Reports Menu

This section includes the following topics:

Active Employees With Past Separation Dates

The Active Employees With Past Separation Dates report lists active Employees with a separation date in a prior pay period.

Note: The Active Employees With Past Separation Dates report is available to Master Timekeepers only.

To Run the Active Employees With Past Separation Dates Report:

1. Select the ***Reports*** link from the Reports section on the Master Timekeeper Main Menu page. The Reports menu page is displayed.

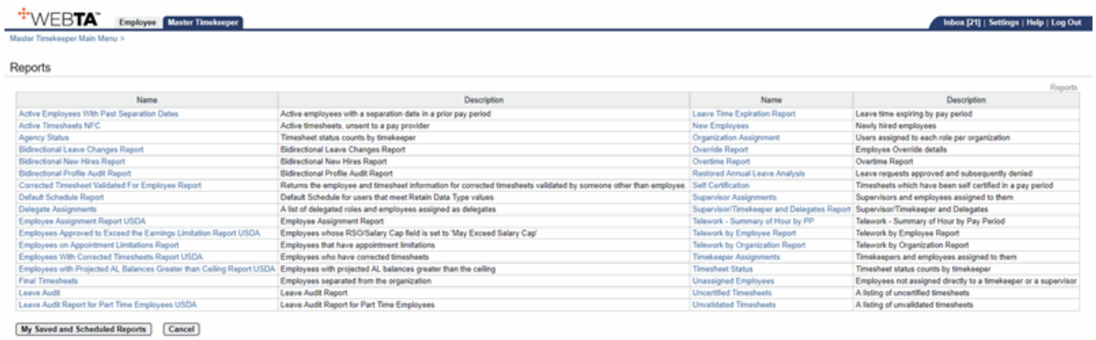


Figure 178: Master Timekeeper Reports Menu

2. Select the ***Active Employees With Past Separation Dates*** link. The Active Employees With Past Separation Dates Report Parameters page is displayed.

Note: If a header is desired, it may be entered in the Report Header field and will be displayed in addition to the report name.

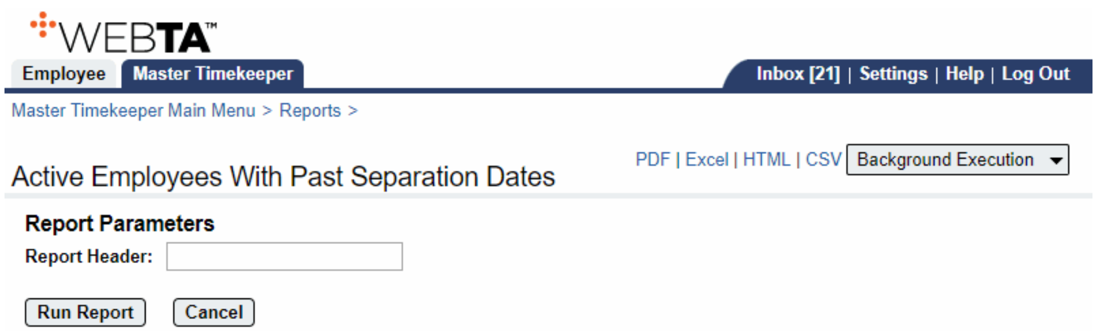


Figure 179: Active Employees With Past Separation Date Report Parameters Page

3. Select the **Run Report** button to run and display the report.

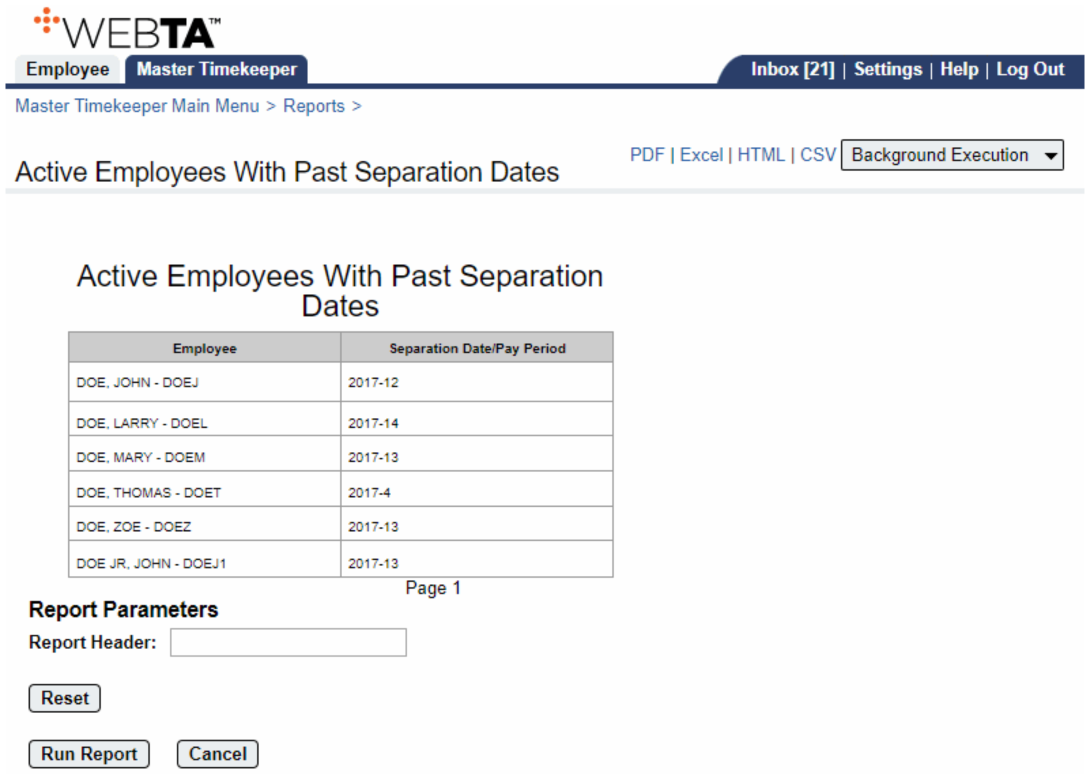


Figure 180: Active Employees With Past Separation Dates Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

4. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Active Timesheets NFC

The Active Timesheets NFC report lists timesheets that have not yet been sent to NFC for processing in a designated pay period.

To Run the Active Timesheets NFC Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu page is displayed.

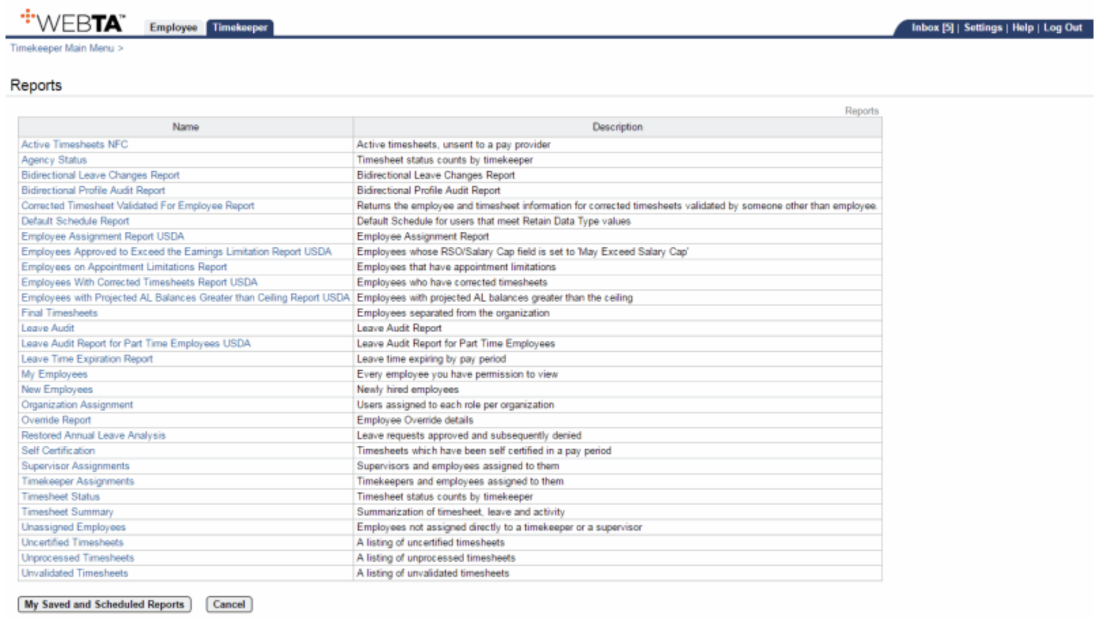


Figure 181: Timekeeper Reports Menu Page

2. Select the ***Active Timesheets NFC*** link. The Active Timesheets NFC Report Parameters page is displayed.

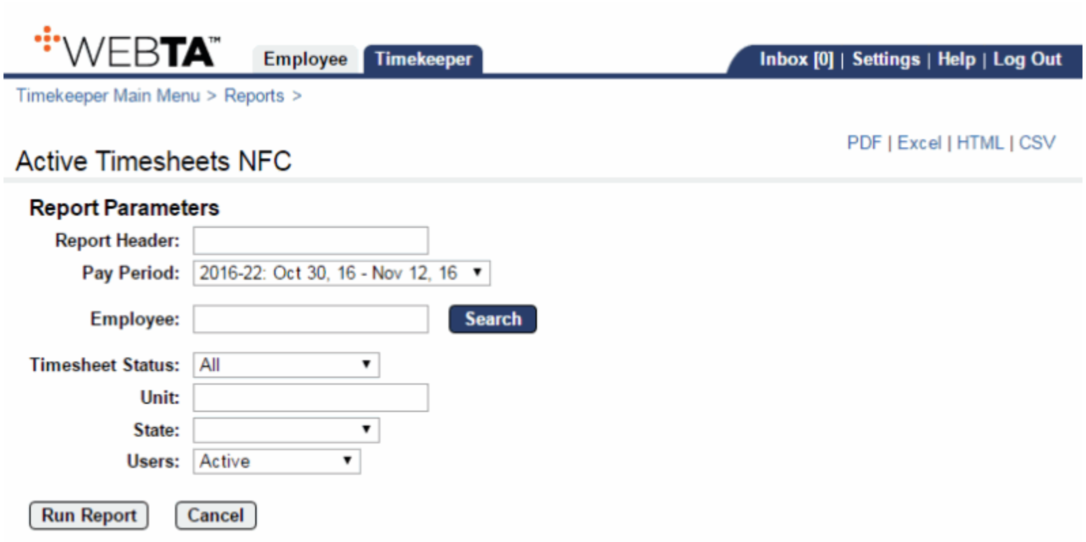


Figure 182: Active Timesheets NFC Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Pay Period (see "***Pay Period Field Instruction***" on page 324)

Employee (see "***Employee Field Instruction***" on page 316)

Timesheet Status (see "***Timesheet Status Field Instruction***" on page 331)

Unit (see "***Unit Field Instruction***" on page 333)

State (see "***State Field Instruction***" on page 328)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

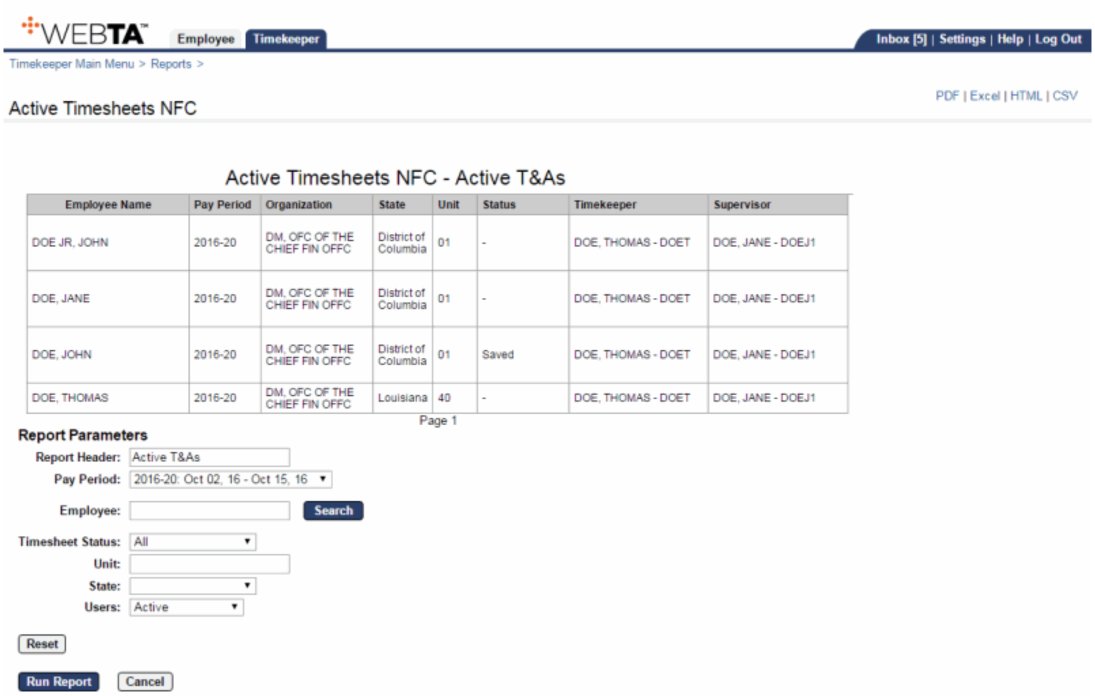


Figure 183: Active Timesheets NFC Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

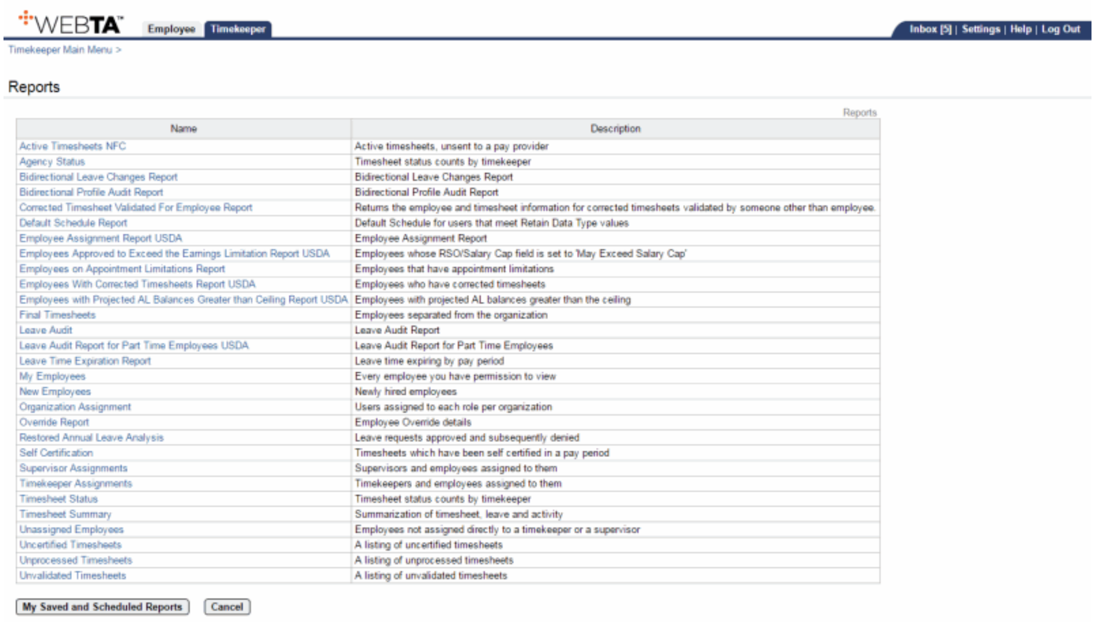
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Agency Status

The Agency Status report lists the total number of timesheets and the count of timesheets in **Pending**, **Validated**, **Certified**, **Processed**, and **On Hold** statuses. The report is listed by pay period and Timekeeper.

To Run the Agency Status Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 184: Timekeeper Reports Menu Page

2. Select the ***Agency Status*** link. The Agency Status Report Parameters page is displayed.

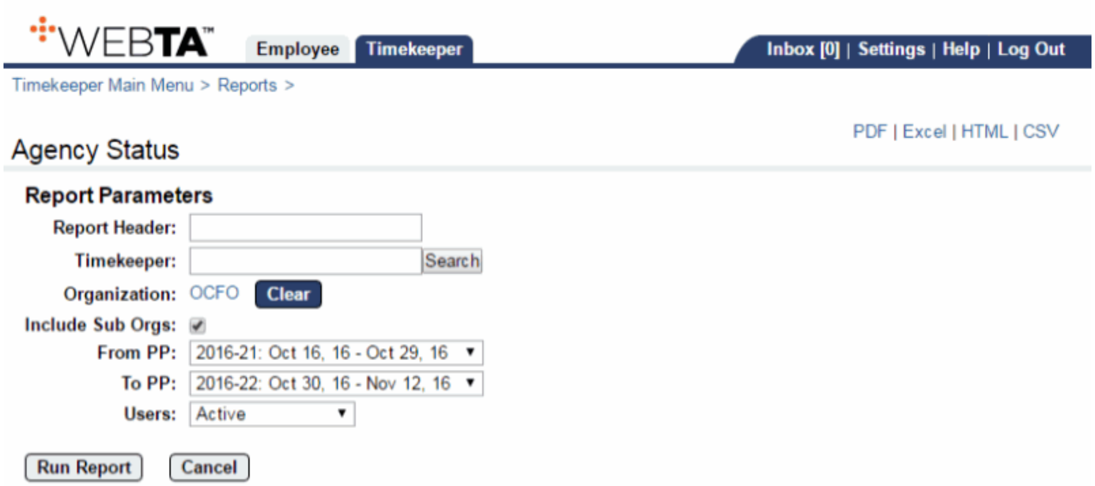


Figure 185: Agency Status Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Timekeeper (see "***Timekeeper Field Instruction***" on page 331)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

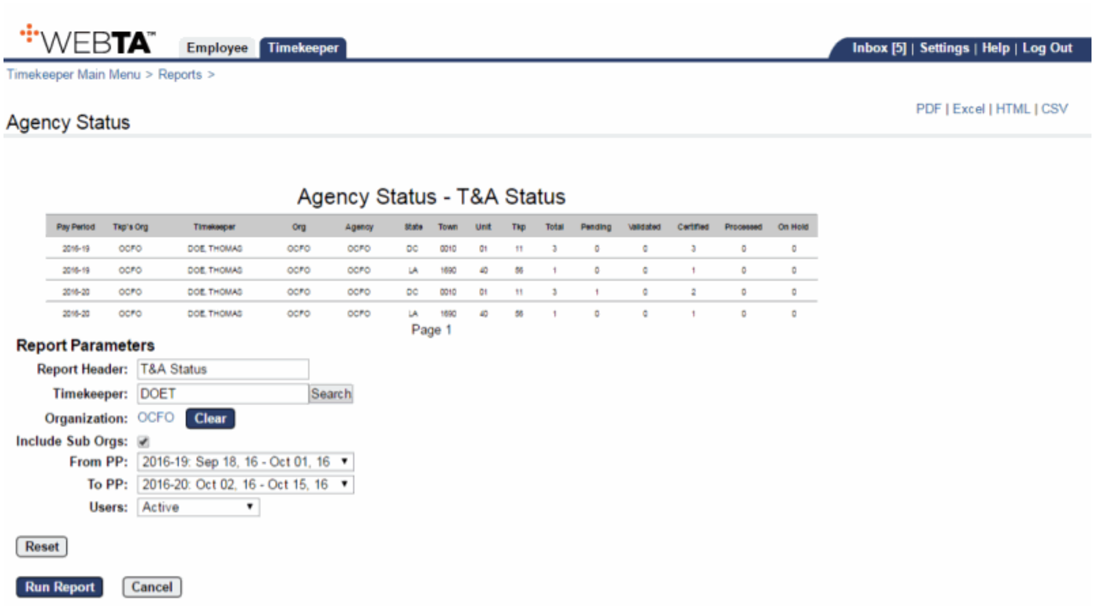


Figure 186: Agency Status Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

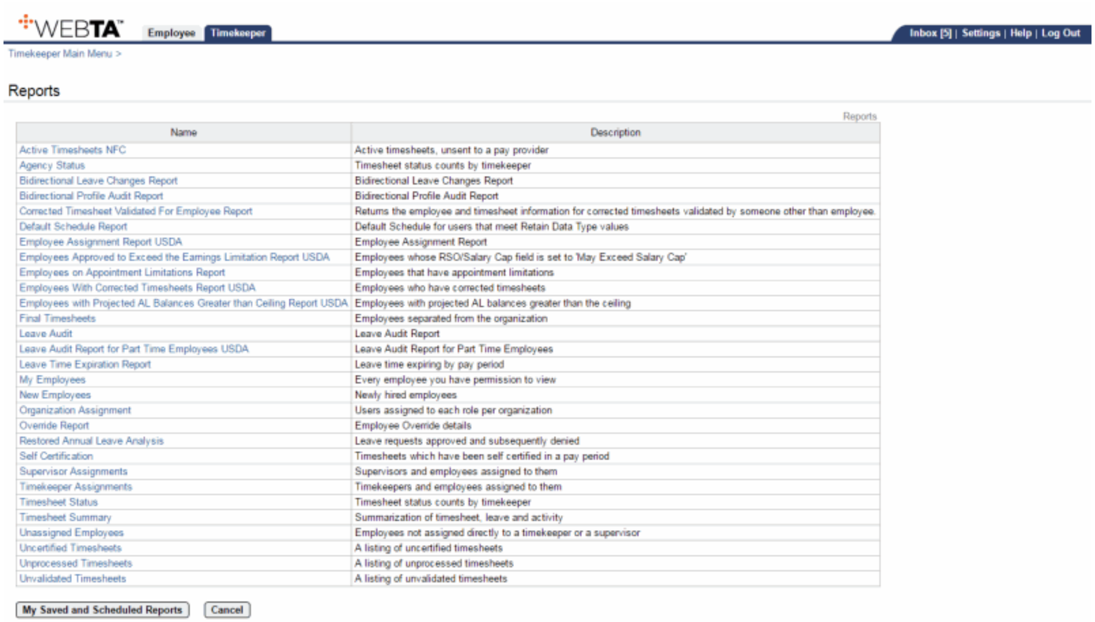
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Bidirectional Leave Changes Report

The Bidirectional Leave Changes Report lists leave balances that were updated via the biweekly interface with NFC.

To Run the Bidirectional Leave Changes Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
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Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

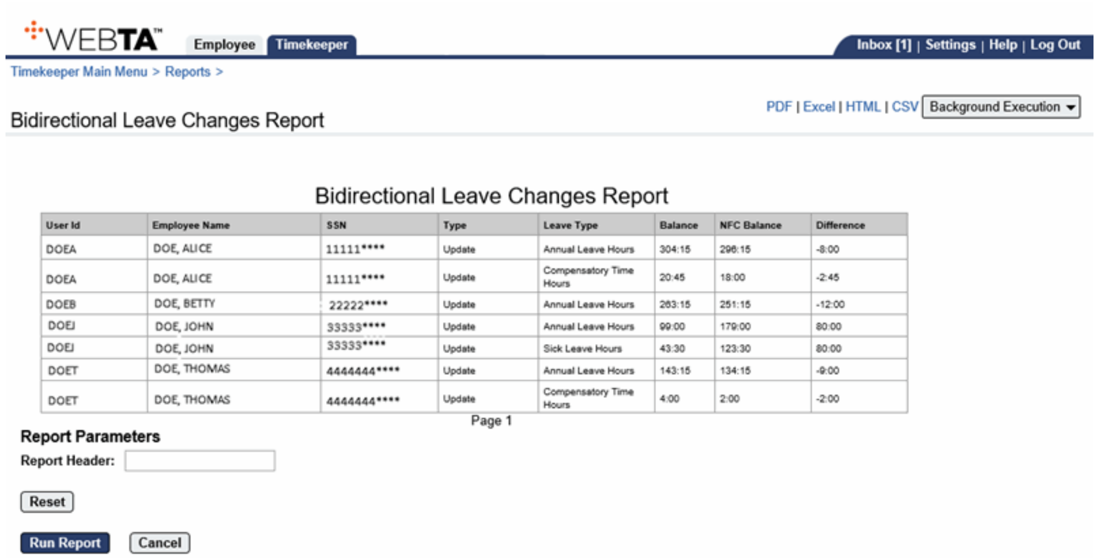
Figure 187: Timekeeper Reports Menu Page

2. Select the ***Bidirectional Leave Changes Report*** link. The Bidirectional Leave Changes Report Parameters page is displayed.

If a header is desired, it may be entered in the Report Header field and will be displays in addition to the report name.

Figure 188: Bidirectional Leave Changes Report Parameters Page

3. Select the **Run Report** button to run and display the report.



User Id	Employee Name	SSN	Type	Leave Type	Balance	NFC Balance	Difference
DOEA	DOE, ALICE	11111****	Update	Annual Leave Hours	304:15	296:15	-8:00
DOEA	DOE, ALICE	11111****	Update	Compensatory Time Hours	20:45	18:00	-2:45
DOEB	DOE, BETTY	22222****	Update	Annual Leave Hours	263:15	251:15	-12:00
DOEJ	DOE, JOHN	33333****	Update	Annual Leave Hours	99:00	179:00	80:00
DOEJ	DOE, JOHN	33333****	Update	Sick Leave Hours	43:30	123:30	80:00
DOET	DOE, THOMAS	4444444****	Update	Annual Leave Hours	143:15	134:15	-9:00
DOET	DOE, THOMAS	4444444****	Update	Compensatory Time Hours	4:00	2:00	-2:00

Figure 189: Bidirectional Leave Changes Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

4. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Bidirectional New Hires Report

The Bidirectional New Hires Report lists new hires that were processed in the most recent daily feed.

Note: The Bidirectional New Hires Report is available to Master Timekeepers only.

To Run the Bidirectional New Hires Report:

1. Select the ***Reports*** link from the Master Timekeeper Main Menu. The Reports menu is displayed.

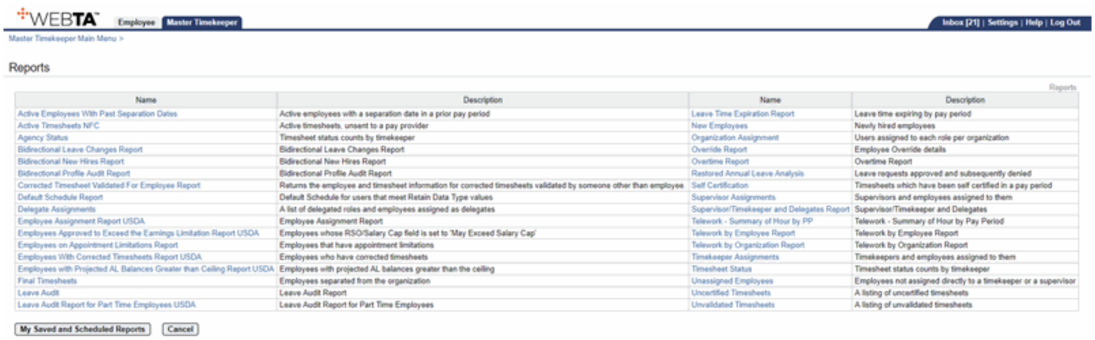


Figure 190: Master Timekeeper Reports Menu

2. Select the ***Bidirectional New Hires Report*** link. The Bidirectional New Hires Report Parameters page is displayed.

Note: If a header is desired, it may be entered in the Report Header field and will be displayed in addition to the report name.

Figure 191: Bidirectional New Hires Report Parameters Page

3. Select the **Run Report** button to run and display the report.

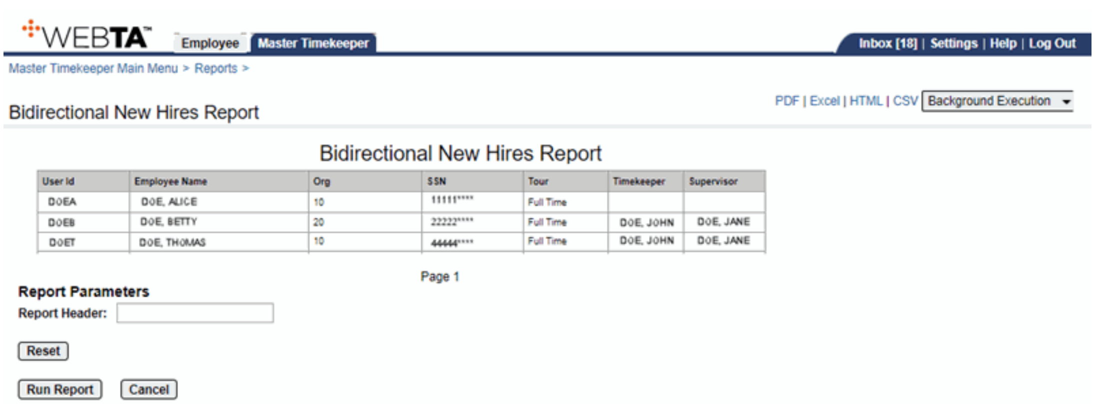


Figure 192: Bidirectional New Hires Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

4. Select the **Cancel** button to return to the Reports menu.

OR

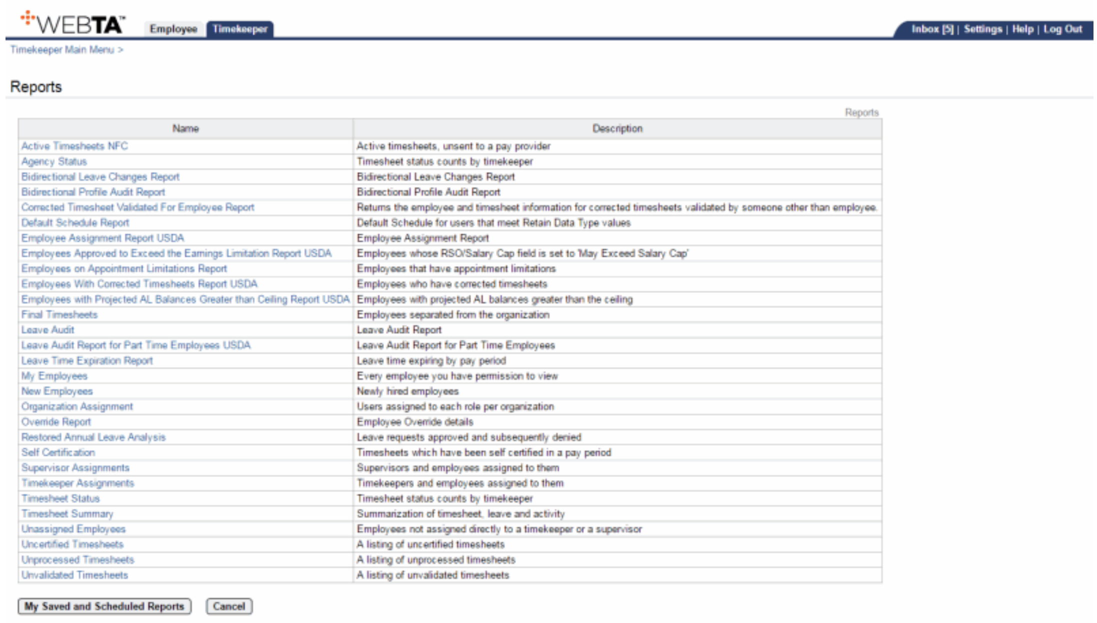
Select the ***Master Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

Bidirectional Profile Audit Report

The Bidirectional Profile Audit Report lists changes to Employee timesheet profiles from the most recent bi-directional feed from NFC. It includes the user ID, name, SSN, organization, the type of change, and a brief message with the details of the changes.

To Run the Bidirectional Profile Audit Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 193: Timekeeper Reports Menu Page

2. Select the ***Bidirectional Profile Audit Report*** link. The Bidirectional Profile Audit Report Parameters page is displayed.

Note: If a header is desired, it may be entered in the Report Header field and will be displayed in addition to the report name.

Figure 194: Bidirectional Profile Audit Report Parameters Page

3. Select the **Run Report** button to run and display the report.

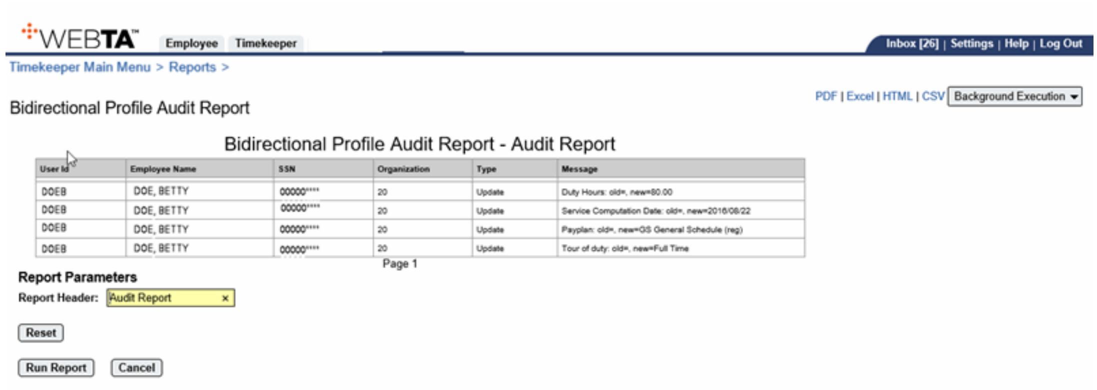


Figure 195: Bidirectional Profile Audit Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

---

4. Select the **Cancel** button to return to the Reports menu.

OR

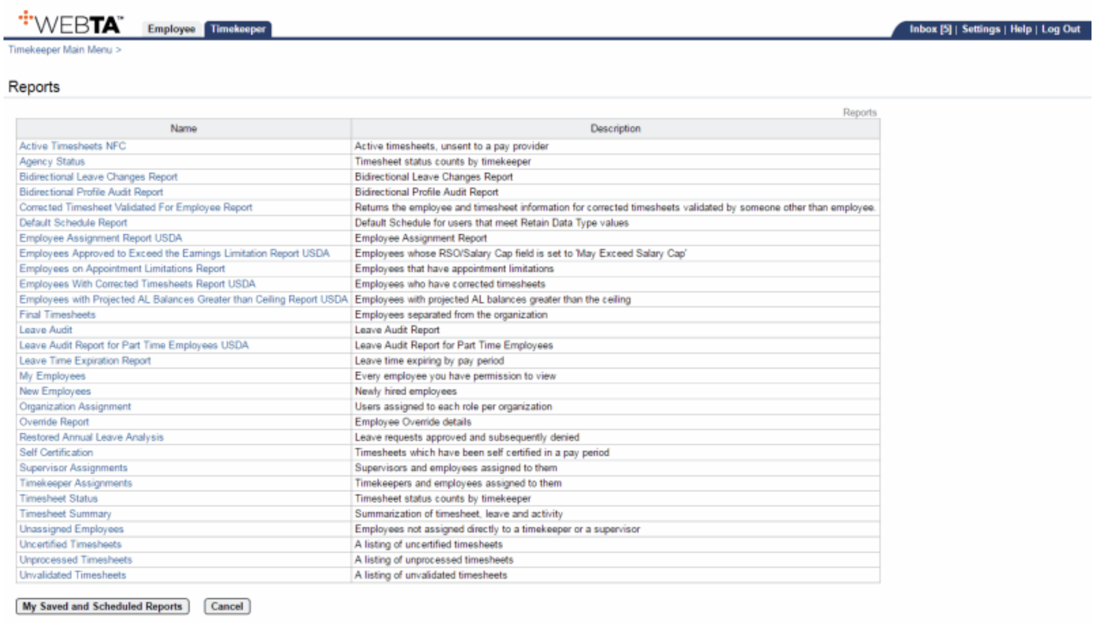
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Corrected Timesheet Validated For Employee Report

The Corrected Timesheet Validated For Employee Report lists Employee and timesheet information for corrected timesheets validated by someone other than the Employee.

To Run the Corrected Timesheet Validated For Employee Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 196: Timekeeper Reports Menu Page

2. Select the ***Corrected Timesheet Validated For Employee Report*** link. The Corrected Timesheet Validated For Employee Report Parameters page is displayed.

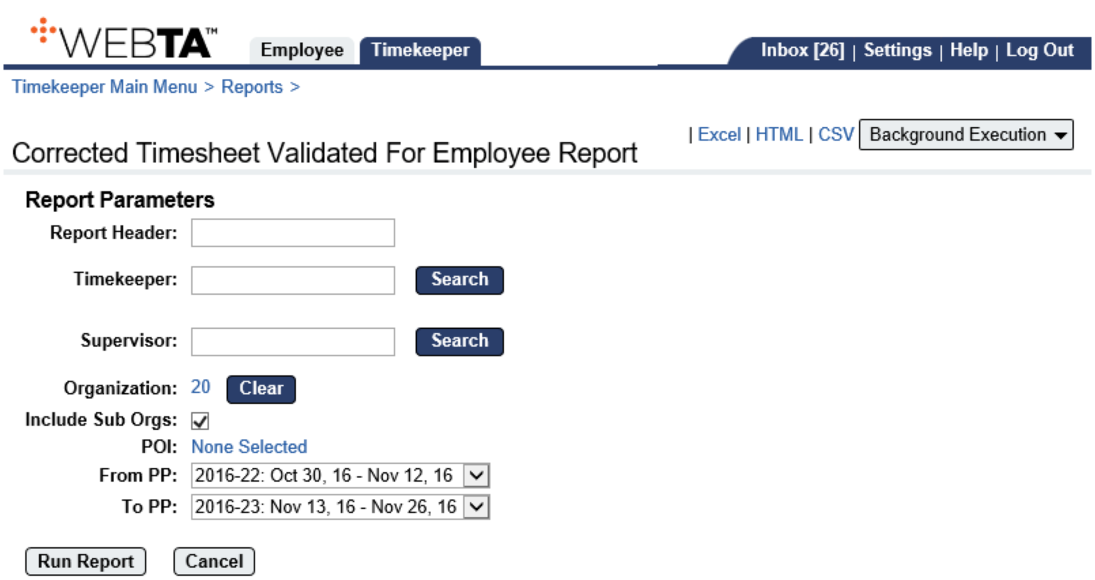


Figure 197: Corrected Timesheet Validated For Employee Report Parameters

3. Complete the following Report Parameters fields:

   Report Header (see "***Report Header Field Instruction***" on page 325)

   Timekeeper (see "***Timekeeper Field Instruction***" on page 331)

   Supervisor (see "***Supervisor Field Instruction***" on page 330)

   Organization (see "***Organization Field Instruction***" on page 324)

   Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

   From PP (see "***From PP Field Instruction***" on page 319)

   To PP (see "***To PP Field Instruction***" on page 332)

4. Select the **Run Report** button to run and display the report.

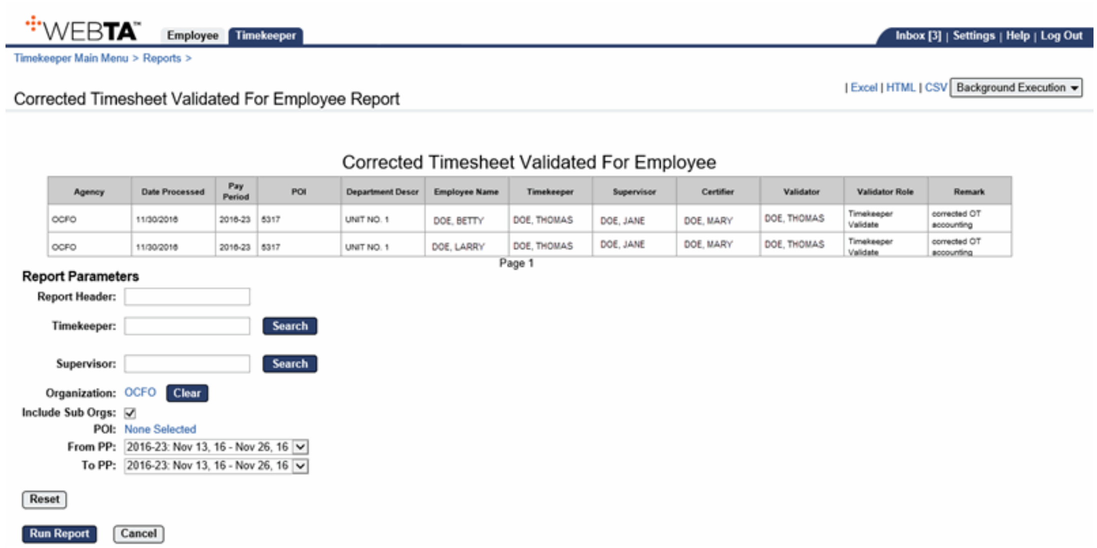


Figure 198: Corrected Timesheet Validated For Employee Report

OR

Select the ***PDF***, Excel, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

   OR

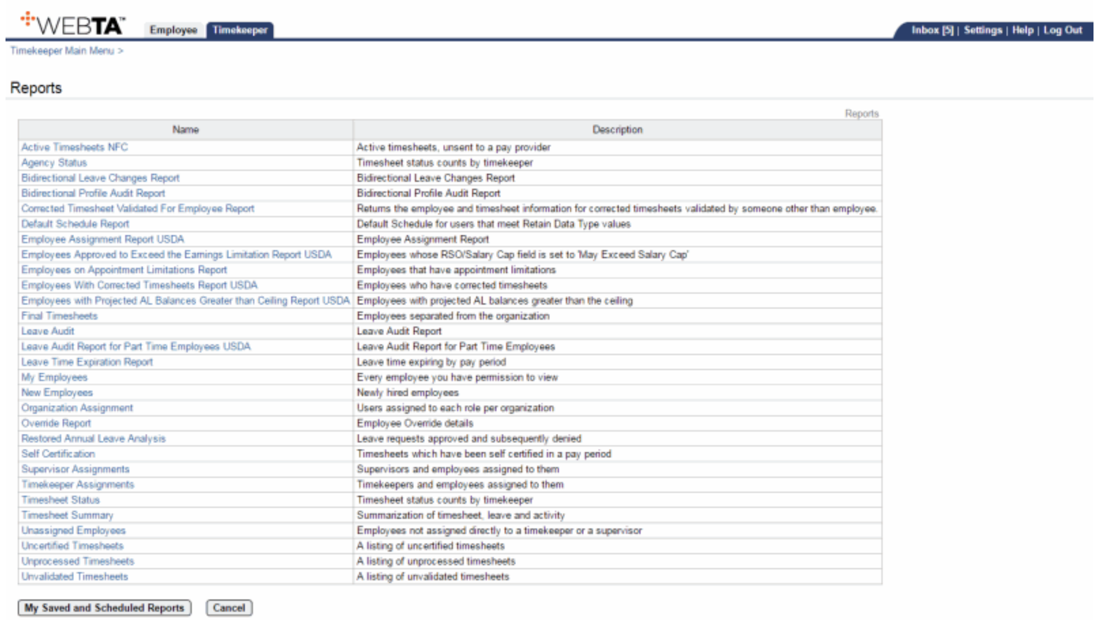
   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Default Schedule Report

The Default Schedule Report lists all Employees for a Timekeeper who are using default schedules. This report includes the Employee's name, ID, work schedule, and alternative schedule type followed by the accounts and daily hours for the pay period by accounting code, and the total hours for the entire pay period.

To Run the Default Schedule Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 199: Timekeeper Reports Menu Page

2. Select the ***Default Schedule Report*** link. The Default Schedule Report page is displayed.

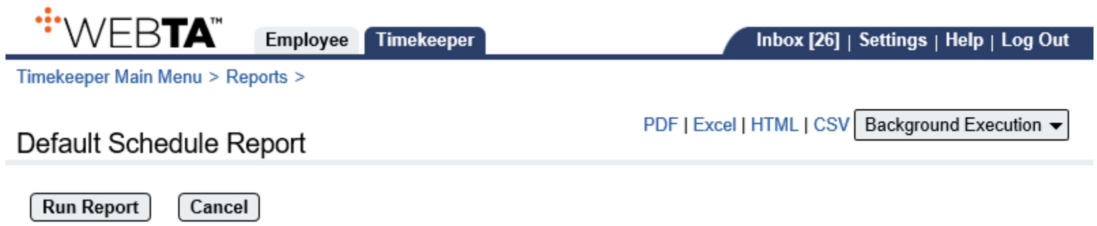


Figure 200: Default Schedule Report Page

3. Select the **Run Report** button to run and display the report.

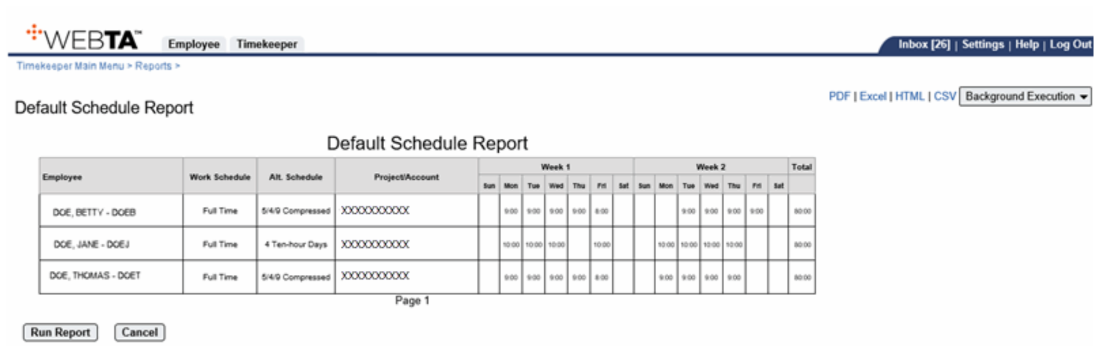


Figure 201: Default Schedule Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

4. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Delegate Assignments

The Delegate Assignments report lists Delegated roles and Employees assigned as Delegates.

Note: The Delegate Assignments report is available to Master Timekeepers only.

To Run the Delegate Assignments Report:

1. Select the ***Reports*** link from the Reports section on the Master Timekeeper Main Menu page. The Reports menu page is displayed.

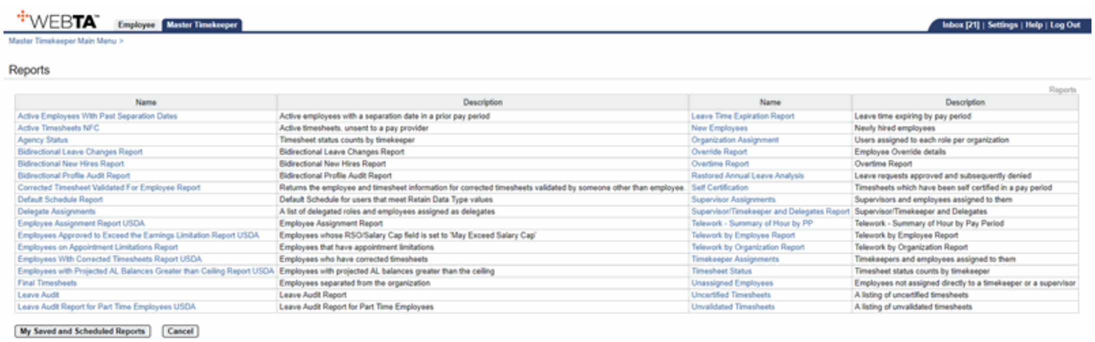


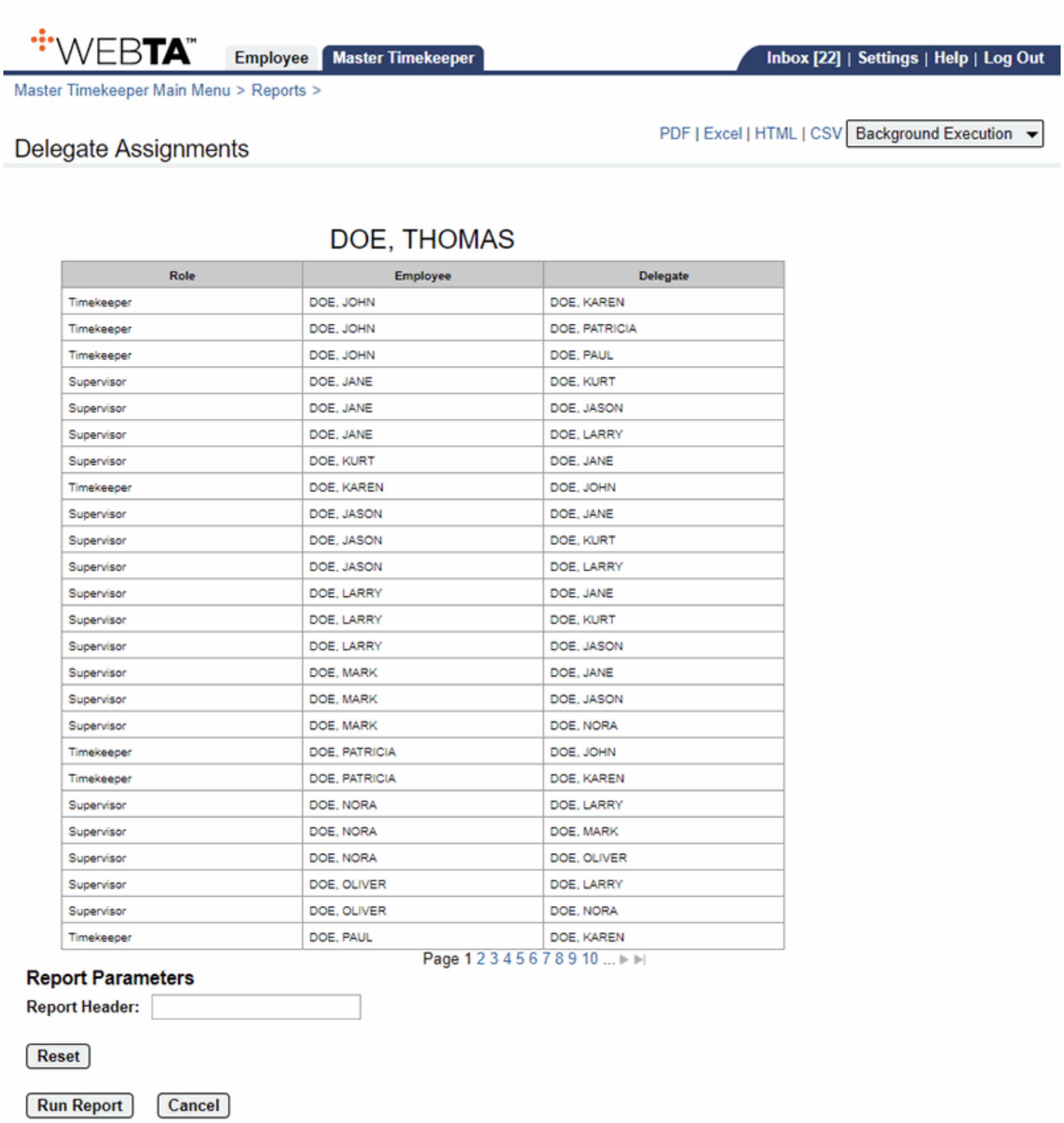
Figure 202: Master Timekeeper Reports Menu

2. Select the ***Delegate Assignments*** link. The Delegate Assignments Report Parameters page is displayed.

Note: If a header is desired, it may be entered in the Report Header field and will be displayed in addition to the report name.

Figure 203: Delegate Assignments Report Parameters Page

3. Select the **Run Report** button to run and display the report.



Role	Employee	Delegate
Timekeeper	DOE, JOHN	DOE, KAREN
Timekeeper	DOE, JOHN	DOE, PATRICIA
Timekeeper	DOE, JOHN	DOE, PAUL
Supervisor	DOE, JANE	DOE, KURT
Supervisor	DOE, JANE	DOE, JASON
Supervisor	DOE, JANE	DOE, LARRY
Supervisor	DOE, KURT	DOE, JANE
Timekeeper	DOE, KAREN	DOE, JOHN
Supervisor	DOE, JASON	DOE, JANE
Supervisor	DOE, JASON	DOE, KURT
Supervisor	DOE, JASON	DOE, LARRY
Supervisor	DOE, LARRY	DOE, JANE
Supervisor	DOE, LARRY	DOE, KURT
Supervisor	DOE, LARRY	DOE, JASON
Supervisor	DOE, MARK	DOE, JANE
Supervisor	DOE, MARK	DOE, JASON
Supervisor	DOE, MARK	DOE, NORA
Timekeeper	DOE, PATRICIA	DOE, JOHN
Timekeeper	DOE, PATRICIA	DOE, KAREN
Supervisor	DOE, NORA	DOE, LARRY
Supervisor	DOE, NORA	DOE, MARK
Supervisor	DOE, NORA	DOE, OLIVER
Supervisor	DOE, OLIVER	DOE, LARRY
Supervisor	DOE, OLIVER	DOE, NORA
Timekeeper	DOE, PAUL	DOE, KAREN

Figure 204: Delegate Assignments Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

4. Select the **Cancel** button to return to the Reports menu.

   OR

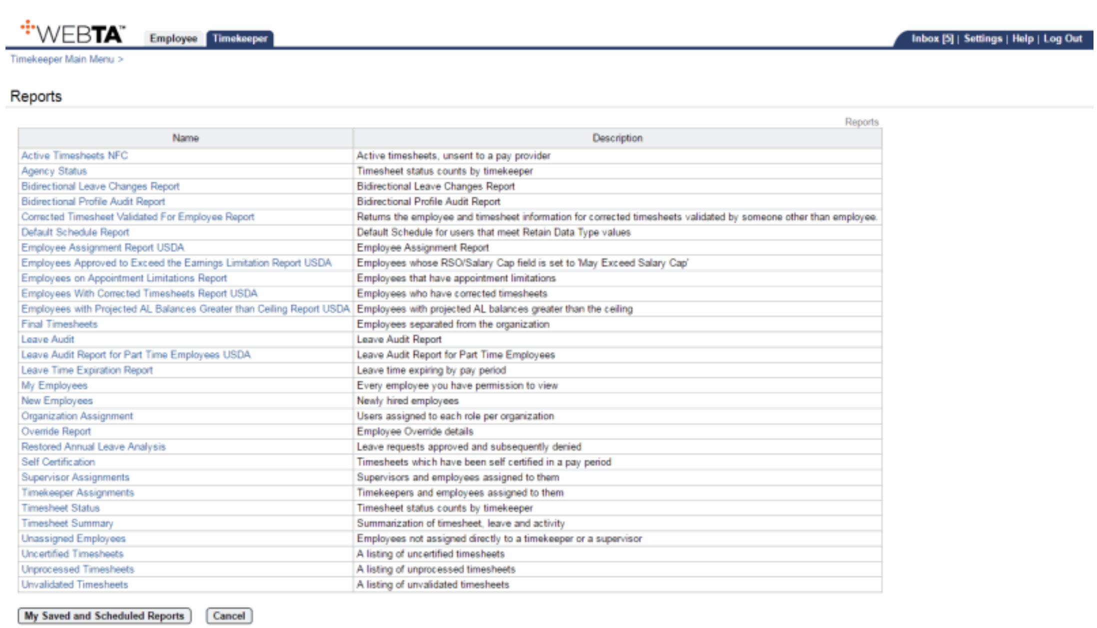
   Select the ***Timekeeper*** tab to return to the Master Timekeeper Main Menu page.

Employee Assignment Report

The Employee Assignment Report lists Employees and their assigned Supervisor. Users may search for an Employee and their assigned Supervisor, for a Supervisor and their assigned Employees, or leave both search filters blank to search for all Employees and Supervisors in their Agency or Department.

To Run the Employee Assignment Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 205: Timekeeper Reports Menu Page

2. Select the ***Employee Assignment Report*** link. The Employee Assignment Report Parameters page is displayed.

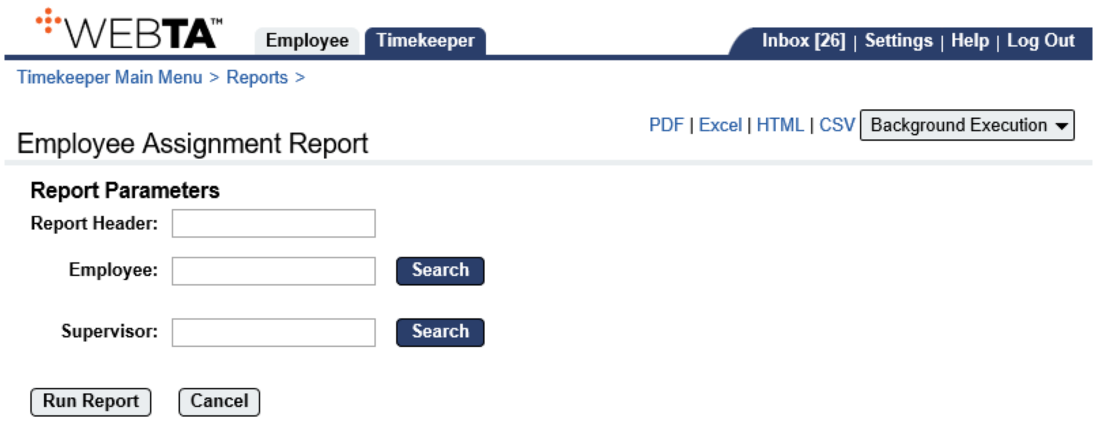


Figure 206: Employee Assignment Report Parameters

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Employee (see "***Employee Field Instruction***" on page 316)

Supervisor (see "***Supervisor Field Instruction***" on page 330)

4. Select the **Run Report** button to run and display the report.

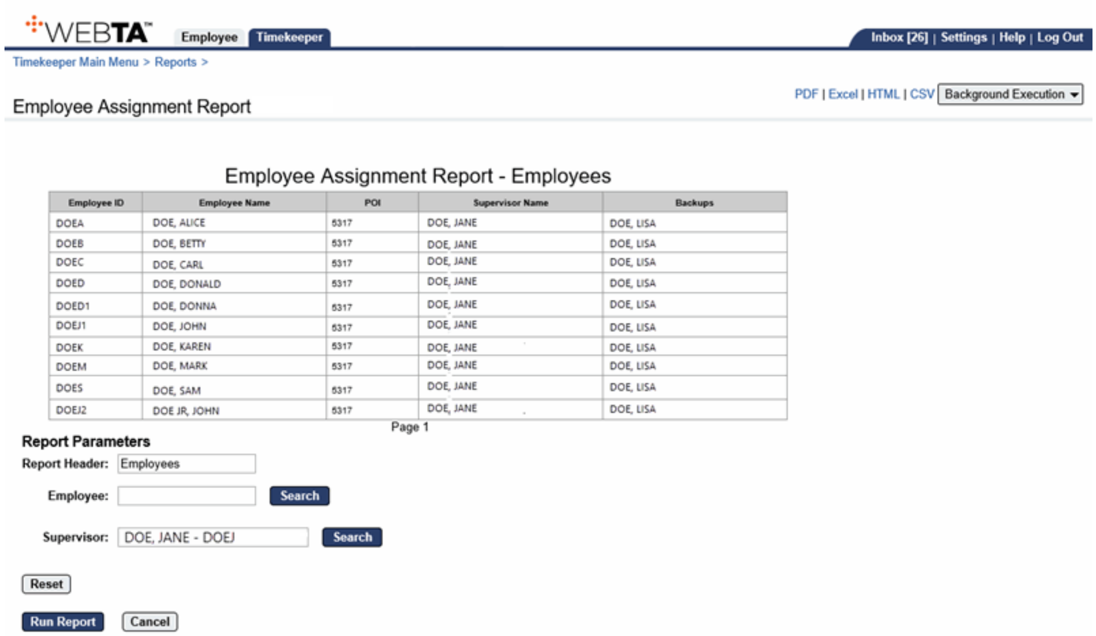


Figure 207: Employee Asssignment Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Employees Approved to Exceed the Earnings Limitation Report

The Employees Approved to Exceed the Earnings Limitation Report lists the name, user ID, POI, and Timekeeper of Employees who have been approved to exceed the earnings limitation. The Employee's timesheet profile must be coded in order for the Employee to exceed the earnings limitation.

To Run the Employees Approved to Exceed the Earnings Limitation Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.

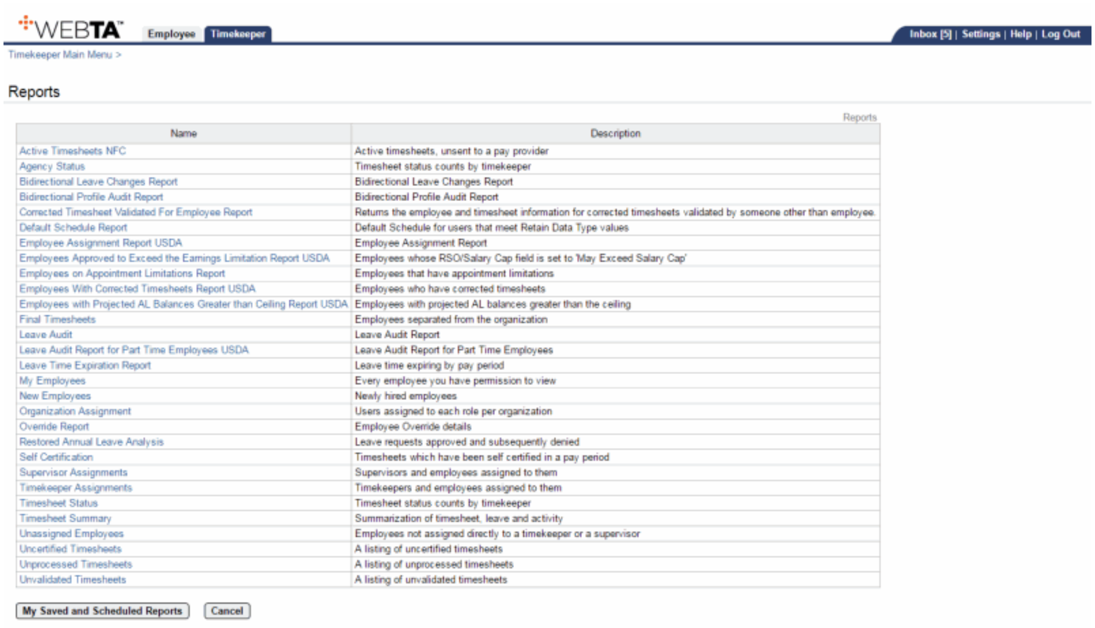


Figure 208: Timekeeper Reports Menu Page

2. Select the ***Employees Approved to Exceed the Earnings Limitation Report*** link. The Employees Approved to Exceed the Earnings Limitation Report Parameters page is displayed.

Figure 209: Employees Approved to Exceed the Earning Limitation Report Parameters

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Employee (see "***Employee Field Instruction***" on page 316)

Employee ID (see "***Employee Id Field***" on page 316)

Agency (see "***Agency Field Instruction***" on page 313)

POI (see "***POI Field Instruction***" on page 325)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 315)

4. Select the **Run Report** button to run and display the report.

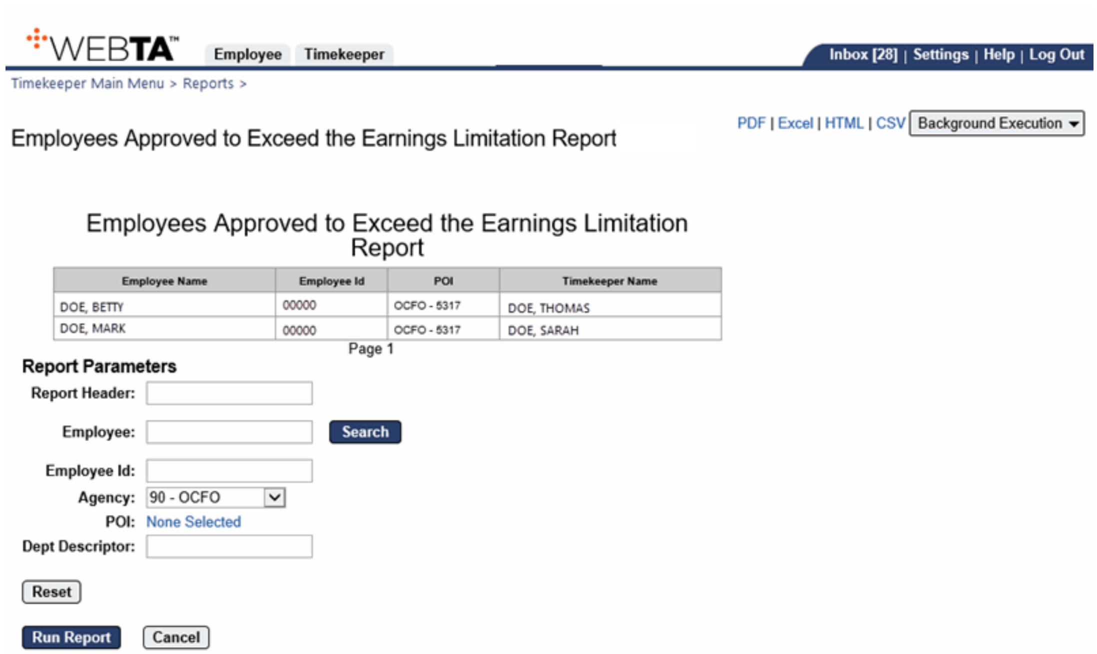


Figure 210: Employees Approved to Exceed the Earning Limitation Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

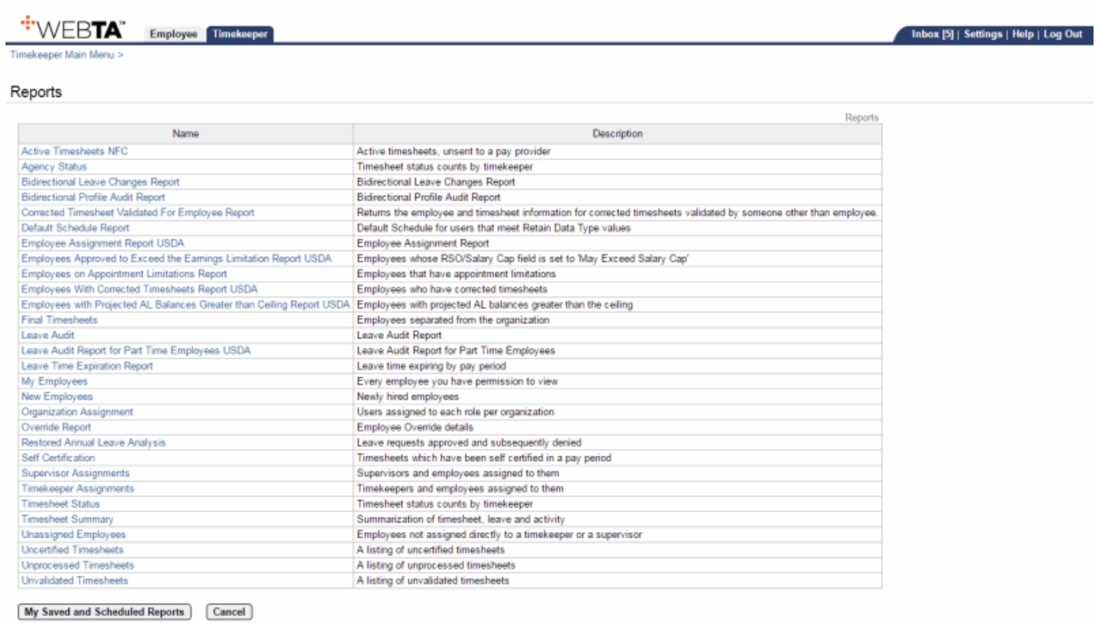
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Employees on Appointment Limitations Report

The Employees on Appointment Limitations Report lists Employees with appointments limited by days, hours, or dollars. This report includes the Employee's name, user ID, POI, tour of duty, appointment expiration date, the balance in days, hours, or dollars, and pay period number.

To Run the Employees On Appointment Limitations Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports | Cancel

Figure 211: Timekeeper Reports Menu Page

2. Select the ***Employees on Appointment Limitations Report*** link. The Employees on Appointment Limitations Report parameters page is displayed.

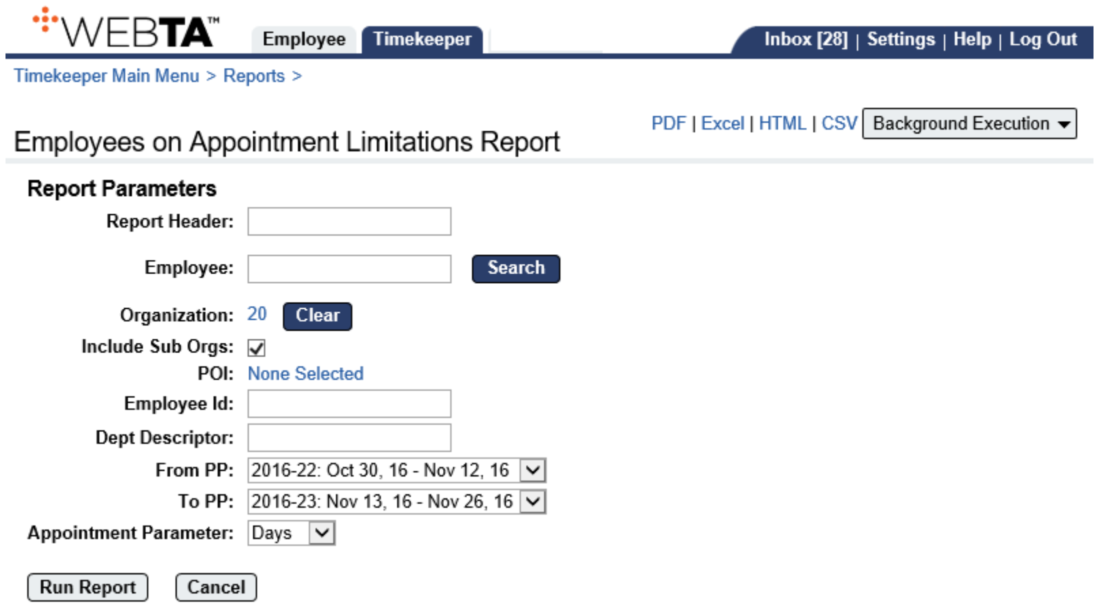


Figure 212: Employees on Appointment Limitations Report Parameters

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Employee (see "***Employee Field Instruction***" on page 316)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

POI (see "***POI Field Instruction***" on page 325)

Employee ID (see "***Employee Id Field***" on page 316)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 315)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Appointment Parameter (see "***Appointment Parameter Field Instruction***" on page 314)

4. Select the **Run Report** button to run and display the report.

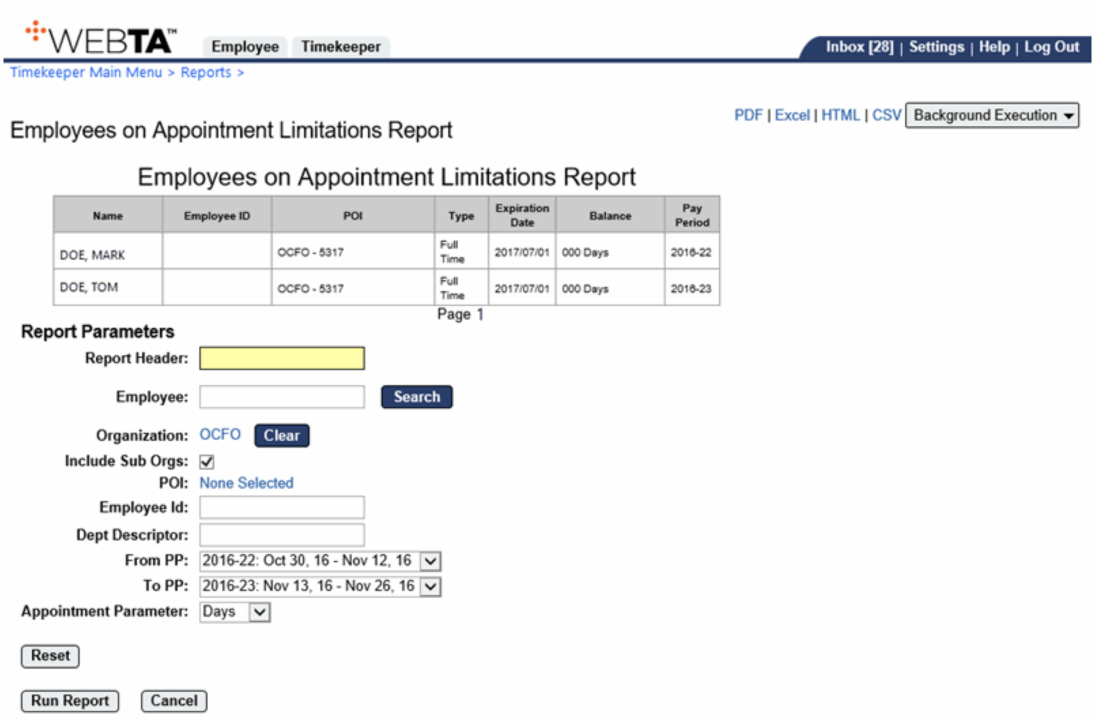


Figure 213: Employees on Appointment Limitations Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Employees with Corrected Timesheets Report

The Employee with Corrected Timesheet Report lists Employees who have corrected timesheets.

To Run the Employees with Corrected Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.

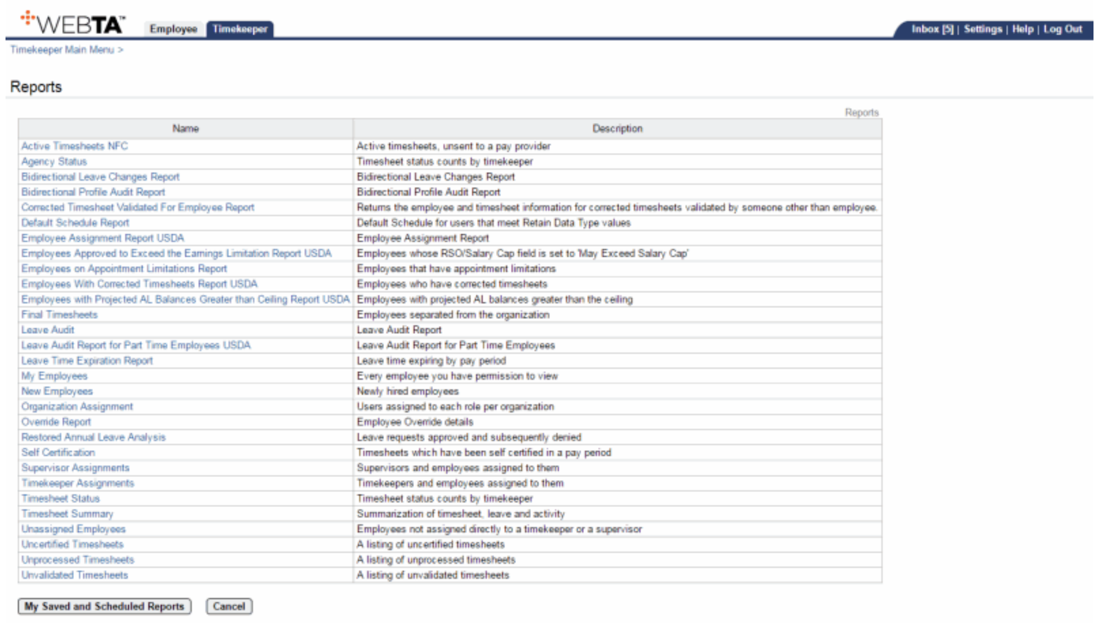


Figure 214: Timekeeper Reports Menu Page

2. Select the ***Employees With Corrected Timesheets Report*** link. The Employees With Corrected Timesheets Report Parameters page is displayed.

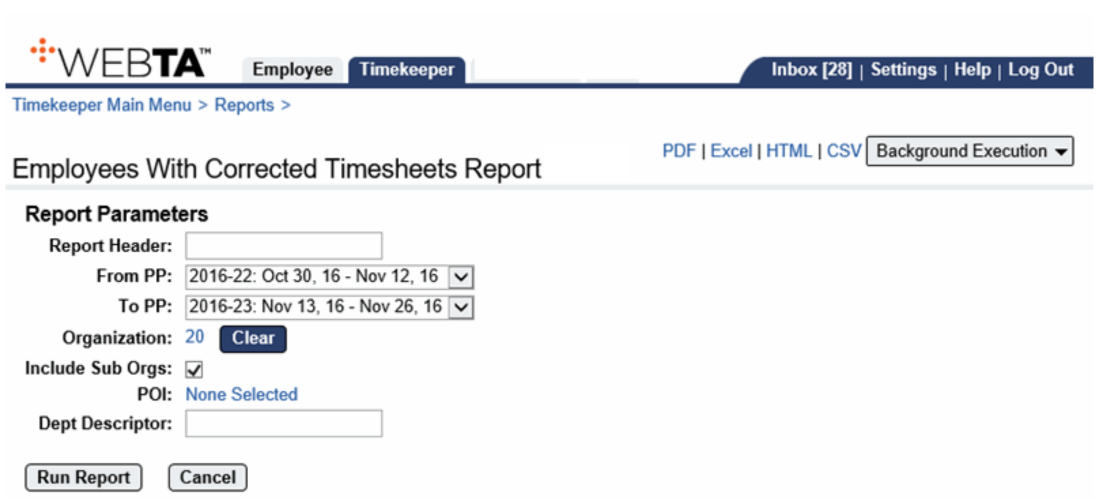


Figure 215: Employees With Corrected Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

POI (see "***POI Field Instruction***" on page 325)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 315)

4. Select the **Run Report** button to run and display the report.

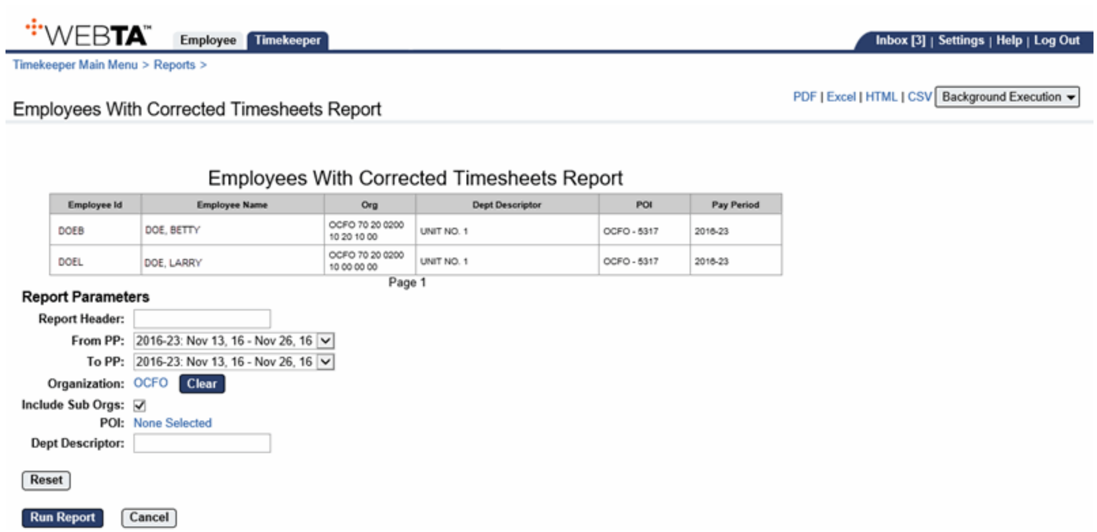


Figure 216: Employees With Corrected Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

---

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

OR

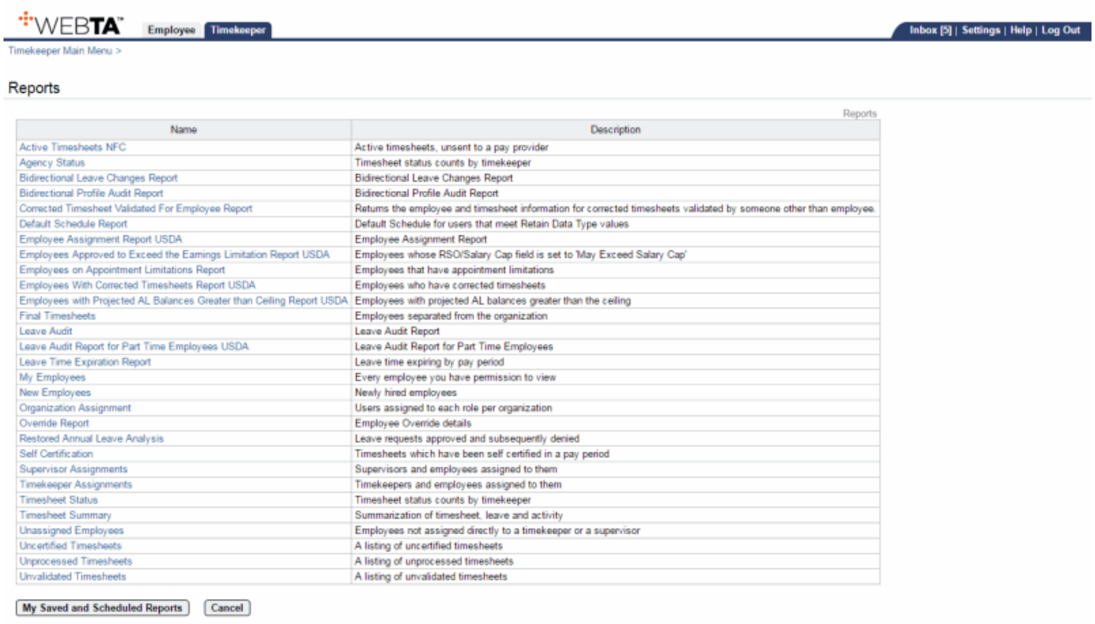
Select the **Cancel** button to cancel the action and return to the Reports menu.

Employees with Projected AL Balances Greater than Ceiling Report

The Employees with Projected AL Balances Greater than Ceiling Report provides a list of Employees with an end of year projected annual leave balance greater than the annual leave ceiling.

To Run the Employees with Projected AL Balances Greater than Ceiling Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 217: Timekeeper Reports Menu Page

2. Select the ***Employees with Projected AL Balances Greater than Ceiling Report*** link. The Employees with Projected AL Balances Greater than Ceiling Report Parameters page is displayed.

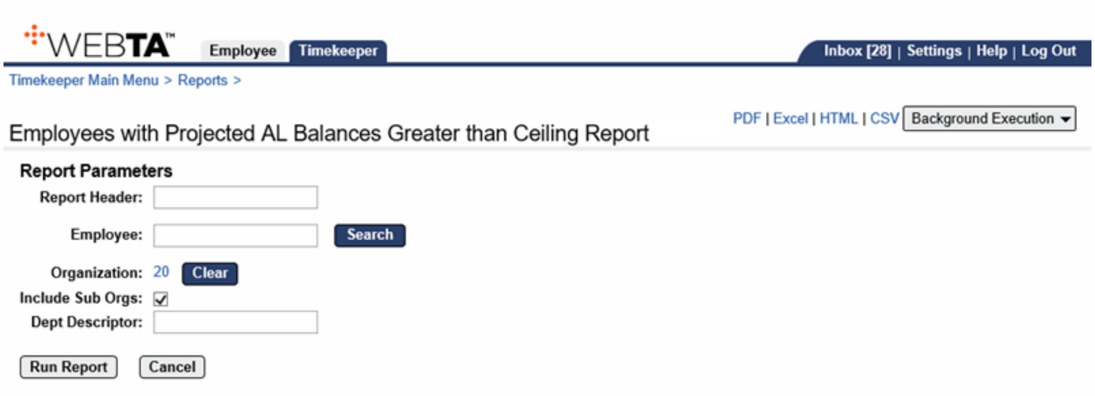


Figure 218: Employees with Projected AL Balances Greater than Ceiling Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Employee (see "***Employee Field Instruction***" on page 316)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 315)

4. Select the **Run Report** button to run and display the report.

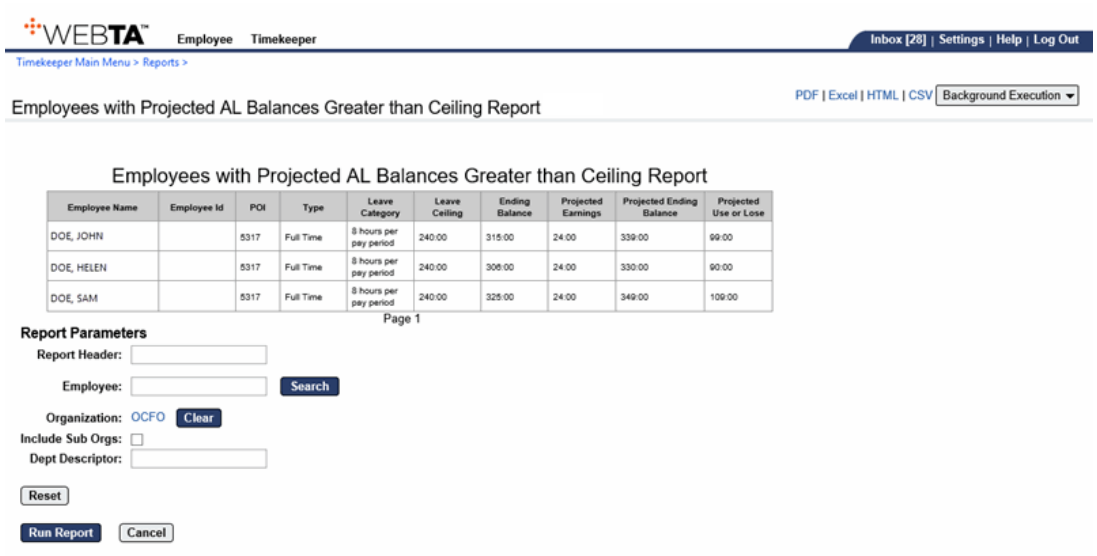


Figure 219: Employees with Projected AL Balances Greater than Ceiling Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

---

5. Select the **Cancel** button to return to the Reports menu.

OR

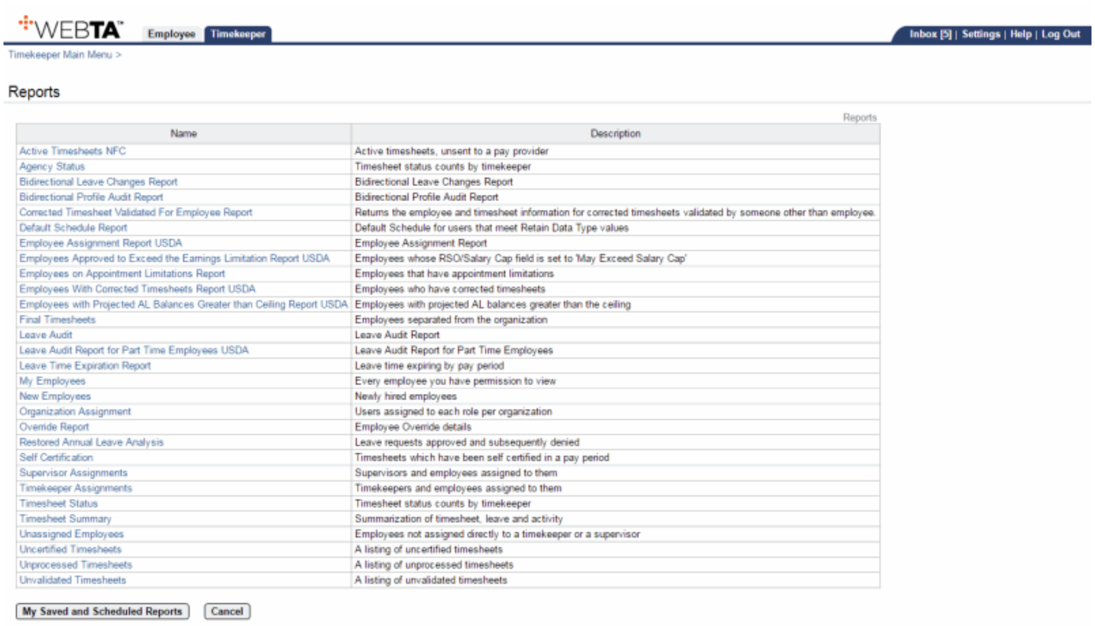
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Final Timesheets Report

The Final Timesheets report lists Employees who have separated from the organization.

To Run the Final Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 220: Timekeeper Reports Menu Page

2. Select the ***Final Timesheets*** link. The Final Timesheets Report Parameters page is displayed.

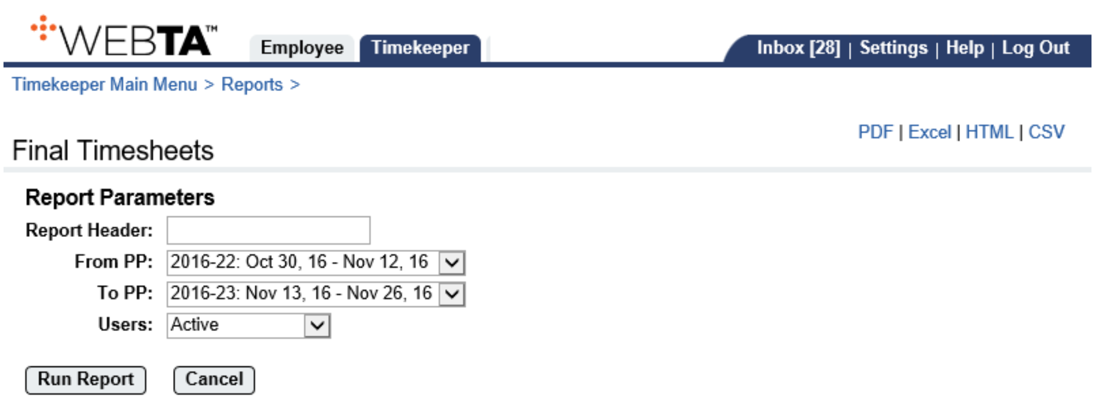


Figure 221: Final Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

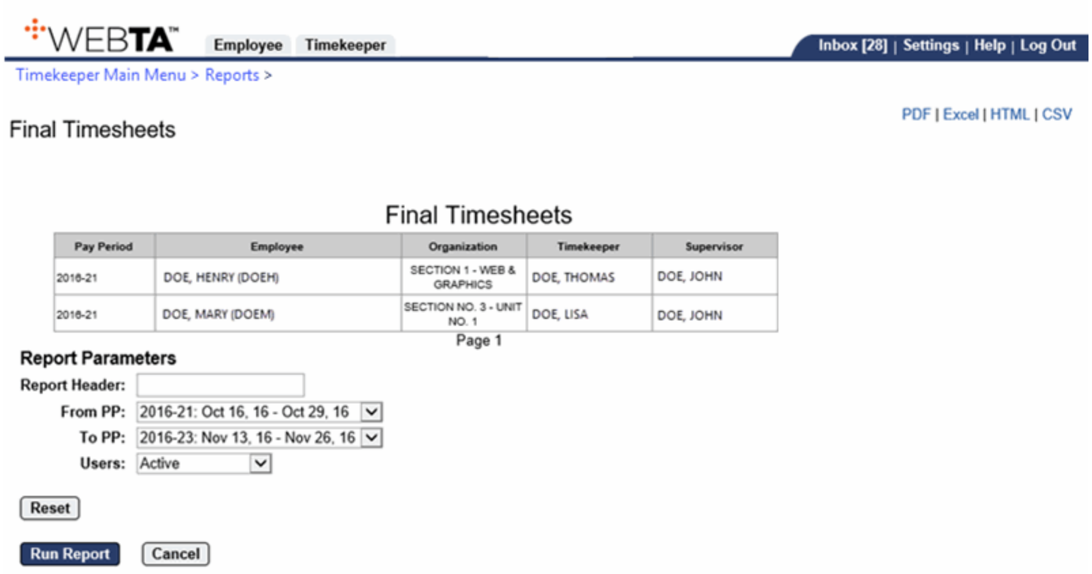


Figure 222: Final Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

---

5. Select the **Cancel** button to return to the Reports menu.

OR

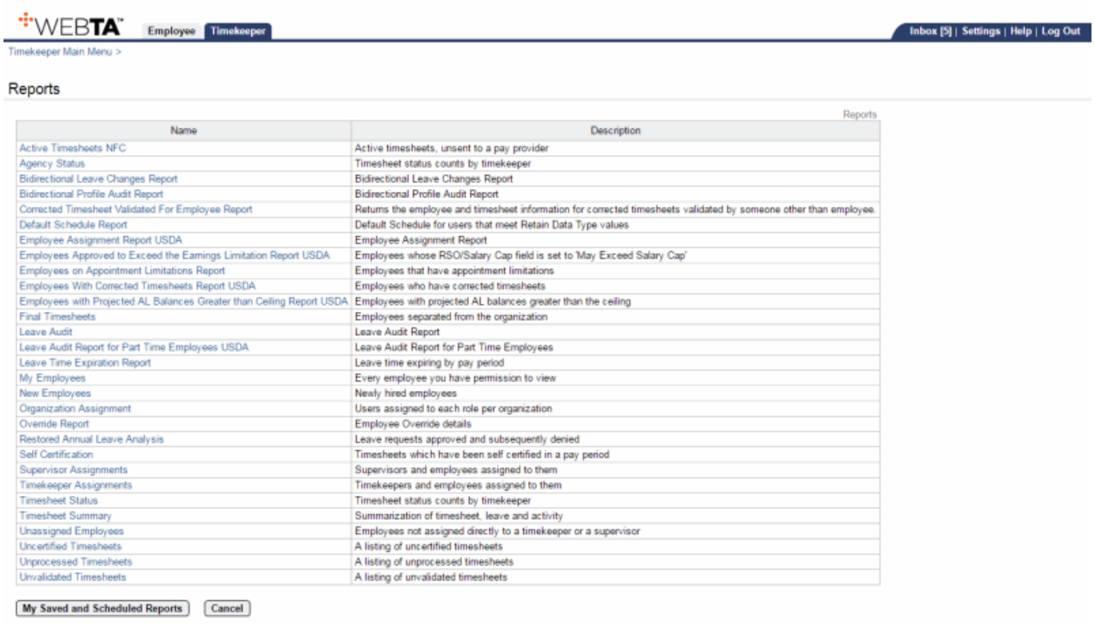
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Leave Audit

The Leave Audit report displays leave balances and adjustments for a specified type of leave within a designated range of pay periods.

To Run the Leave Audit Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 223: Timekeeper Reports Menu Page

2. Select the ***Leave Audit*** link. The Leave Audit Report Parameters page is displayed.

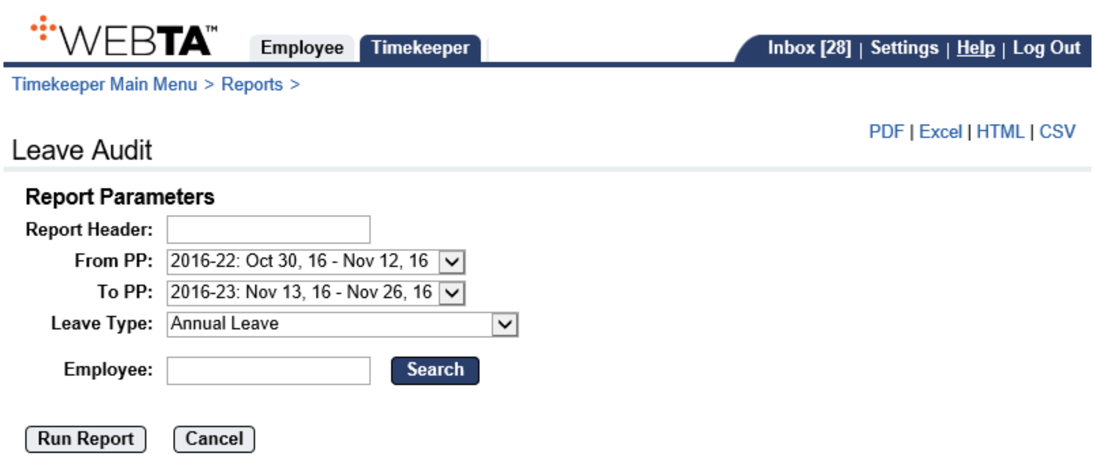


Figure 224: Leave Audit Report Parameters Page

3. Complete the following Report Parameters fields:

   Report Header (see "***Report Header Field Instruction***" on page 325)

   From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Leave Type (see "***Leave Type Field Instruction (Required)***" on page 321)

Employee (see "***Employee Field Instruction***" on page 316)

4. Select the **Run Report** button to run and display the report.

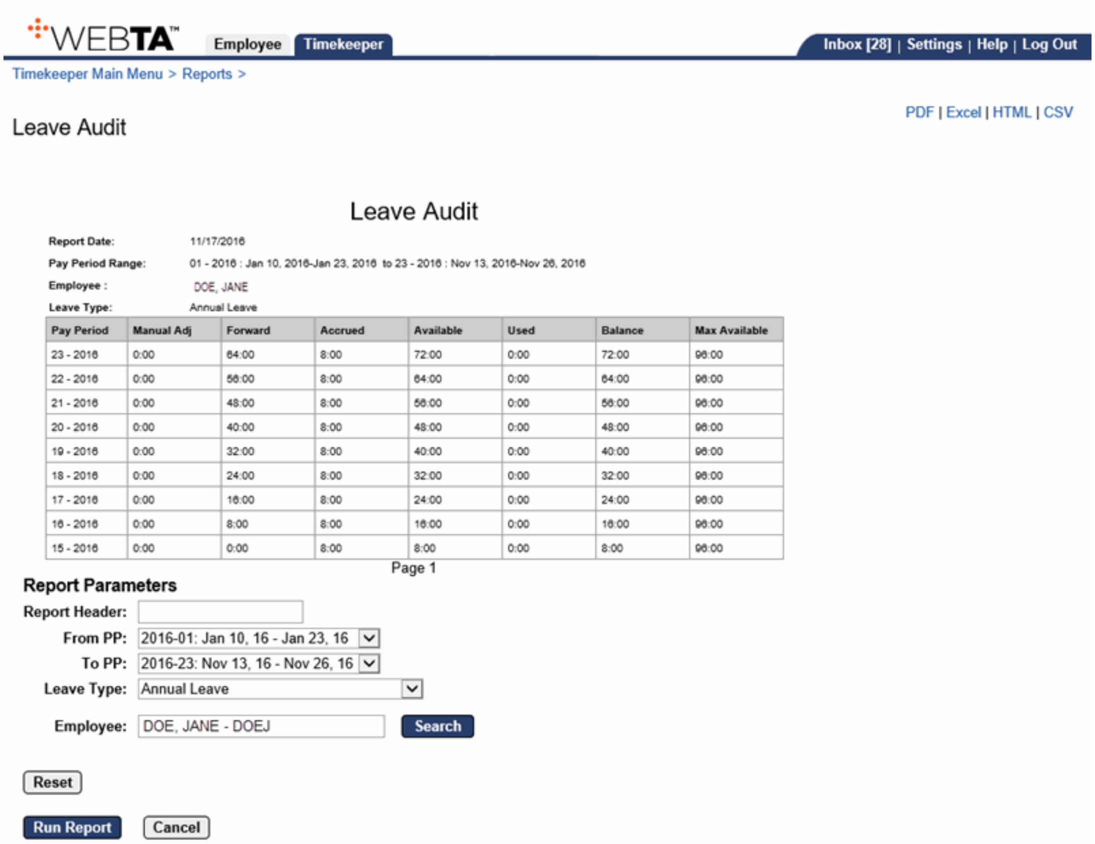


Figure 225: Leave Audit Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

---

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Leave Audit Report for Part Time Employees

The Leave Audit Report for Part Time Employees displays leave balances and adjustments for a specified type of leave within a designated range of pay periods for part time Employees.

To Run the Leave Audit for Part Time Employees:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.

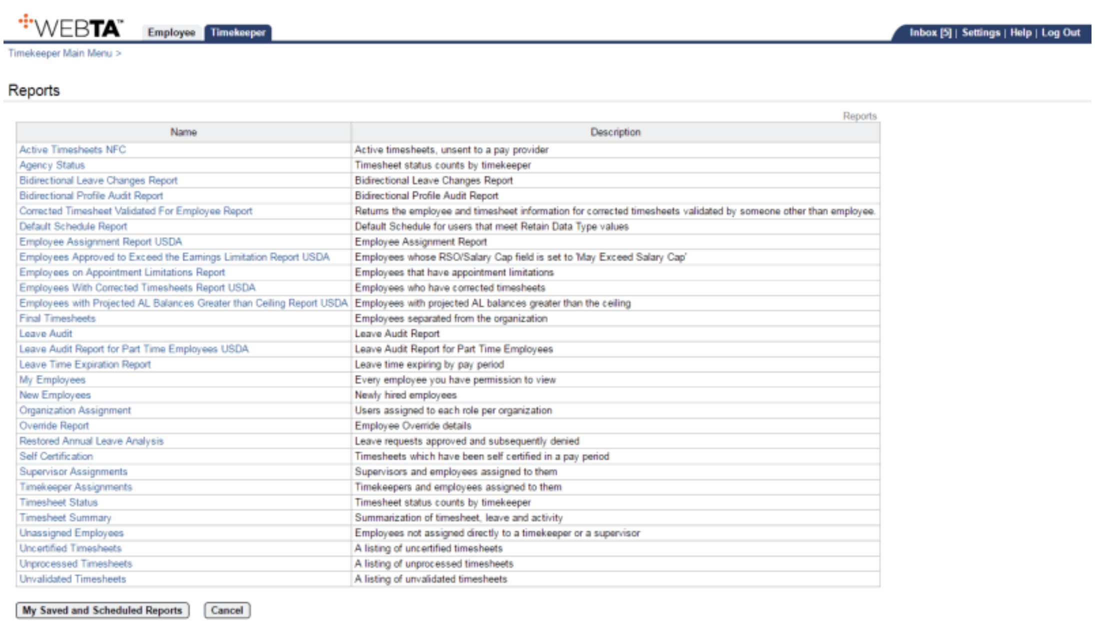


Figure 226: Timekeeper Reports Menu Page

2. Select the ***Leave Audit Report for Part Time Employees*** link. The Leave Audit Report for Part Time Employees Report Parameters page is displayed.

Figure 227: Leave Audit Report for Part Time Employee Report Parameters Page

3. Complete the following Report Parameters fields:

   Report Header (see "***Report Header Field Instruction***" on page 325)

   Employee (see "***Employee Field Instruction***" on page 316)

   From PP (see "***From PP Field Instruction***" on page 319)

   To PP (see "***To PP Field Instruction***" on page 332)

4. Select the **Run Report** button to run and display the report.

WEBTA™ Employee Timekeeper Inbox [0] | Settings | Help | Log Out

Timekeeper Main Menu > Reports >

Leave Audit Report for Part Time Employees

PDF | Excel | HTML | CSV Background Execution

Leave Audit Report for Part Time Employees

Pay Period	Hours Worked	Annual Leave	Annual Leave Carry Over	Sick Leave	Sick Leave Carry Over
2017-01	68:30	Forward 240:00	Forward 2:00	Forward 365:45	Forward 12:30
-	-	Accrued 8:00	Accrued 8:00	Accrued 4:00	Accrued 18:00
-	-	Used 0:30	Used 10:00	Used 0:00	Used 20:00
-	-	Ending 247:30	Ending 0:00	Ending 369:45	Ending 10:30
2017-02	66:00	Forward 247:30	Forward 0:00	Forward 369:45	Forward 10:30
-	-	Accrued 7:00	Accrued 6:00	Accrued 4:00	Accrued 16:00
-	-	Used 0:00	Used 0:00	Used 10:00	Used 20:00
-	-	Ending 254:30	Ending 6:00	Ending 363:45	Ending 6:30
2017-03	86:30	Forward 254:30	Forward 6:00	Forward 363:45	Forward 6:30
-	-	Accrued 8:00	Accrued 0:00	Accrued 4:00	Accrued 0:00
-	-	Used 0:00	Used 0:00	Used 0:00	Used 0:00
-	-	Ending 262:30	Ending 6:00	Ending 367:45	Ending 6:30
Totals	-	Accrued 23:00	-	Accrued 12:00	-
-	-	Used 0:30	-	Used 10:00	-

Page 1

Report Parameters

Report Header:

Employee: DOE, JOHN - DOEJ123 Search

From PP: 2017-01: Jan 08, 17 - Jan 21, 17

To PP: 2017-03: Feb 05, 17 - Feb 18, 17

Reset

Run Report Cancel

Figure 228: Leave Audit Report for Part Time Employees

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

---

5. Select the **Cancel** button to return to the Reports menu.

OR

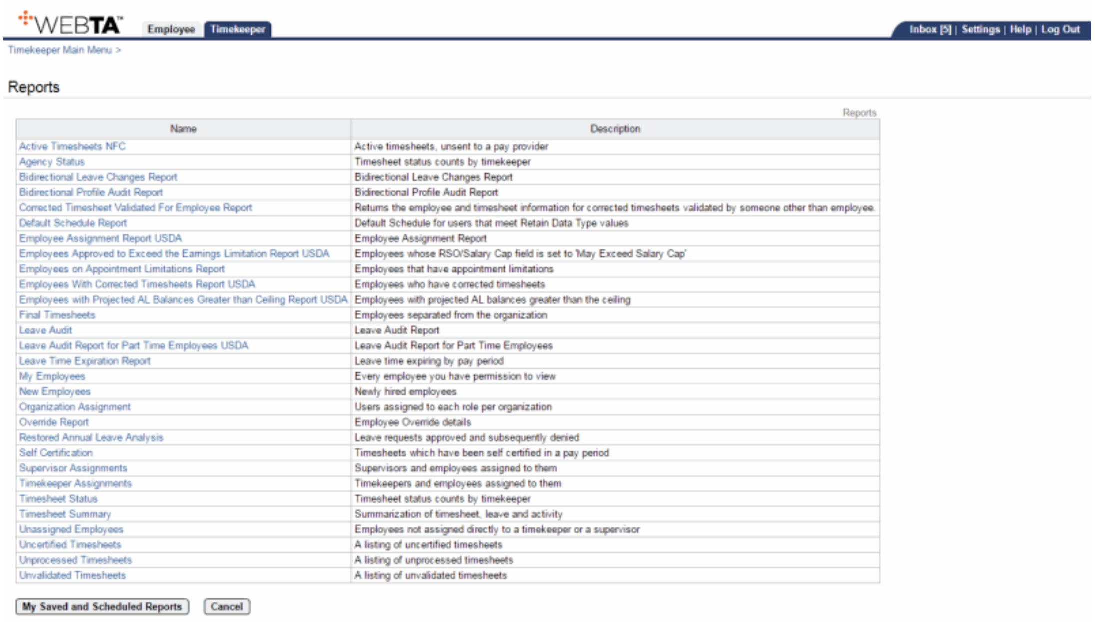
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Leave Time Expiration Report

The Leave Time Expiration report lists Employees who have leave time that is due to expire.

To Run the Leave Time Expiration Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 229: Timekeeper Reports Menu Page

2. Select the ***Leave Time Expiration Report*** link. The Leave Time Expiration Report Parameters page is displayed.

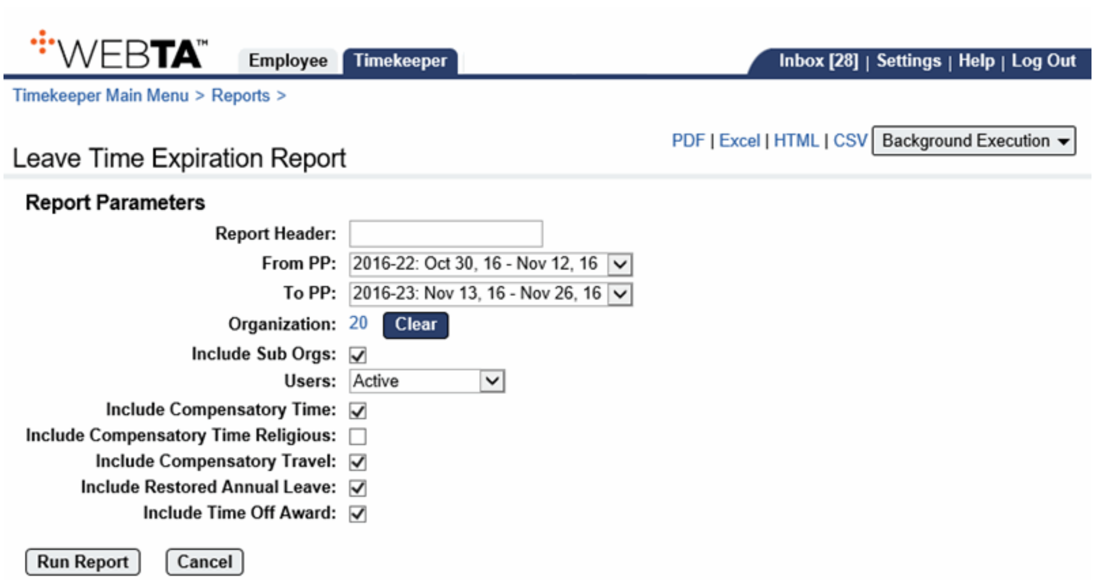


Figure 230: Leave Time Expiration Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Users (see "***Users Field Instruction***" on page 334)

Include Compensatory Time (see "***Include Compensatory Time Field Instruction***" on page 319)

Include Compensatory Time Religious (see "***Include Compensatory Time Religious Field Instruction***" on page 319)

Include Compensatory Time Travel (see "***Include Compensatory Time Travel Field Instruction***" on page 320)

Include Restored Annual Leave (see "***Include Restored Annual Leave Field Instruction***" on page 320)

Include Time Off Award (see "***Include Time Off Award Field Instruction***" on page 320)

4. Select the **Run Report** button to run and display the report.

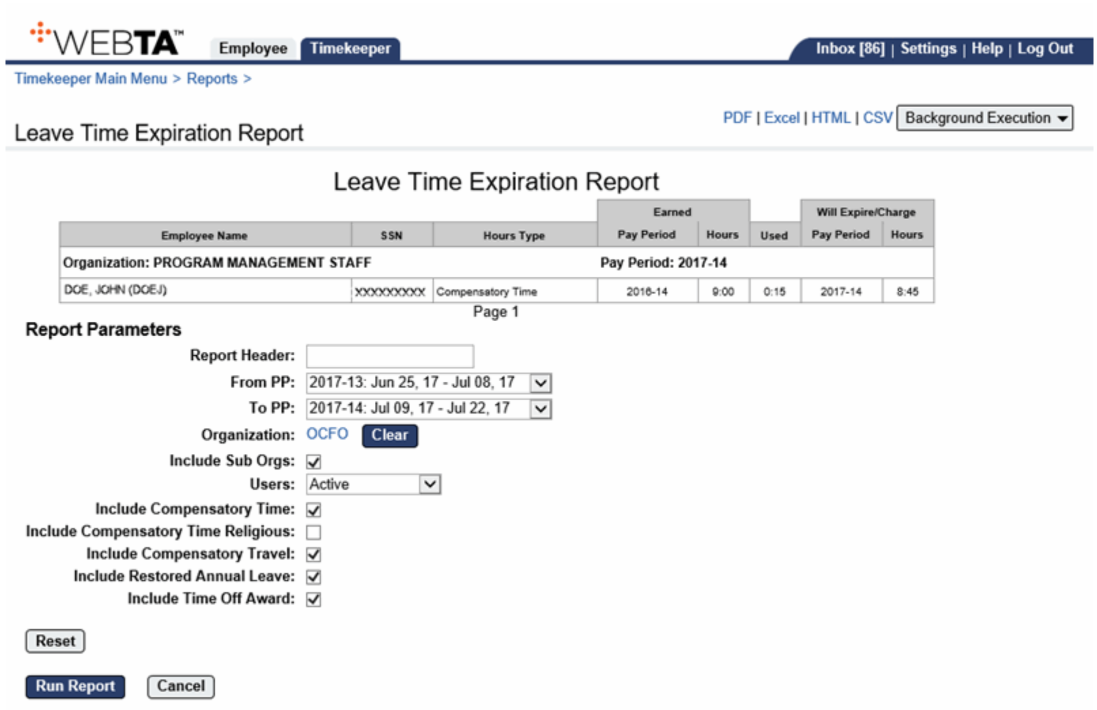


Figure 231: Leave Time Expiration Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

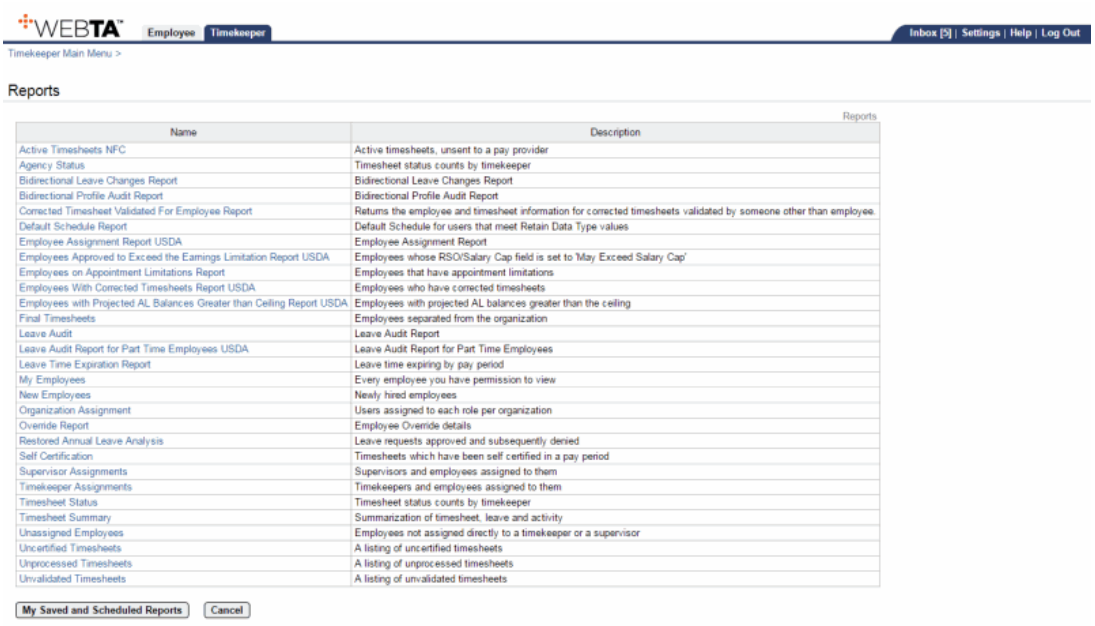
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

My Employees

The My Employees report contains the name and User ID of every Employee the user has permission to view.

To Run the My Employee Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 232: Timekeeper Reports Menu Page

2. Select the ***My Employees*** link. The My Employees Report Parameters page is displayed.

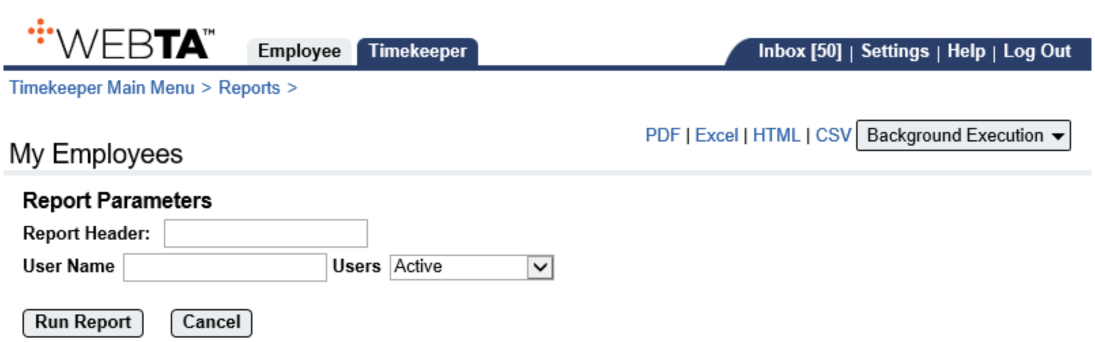


Figure 233: My Employees Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

User Name (see "***User Name Field Instruction***" on page 334)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

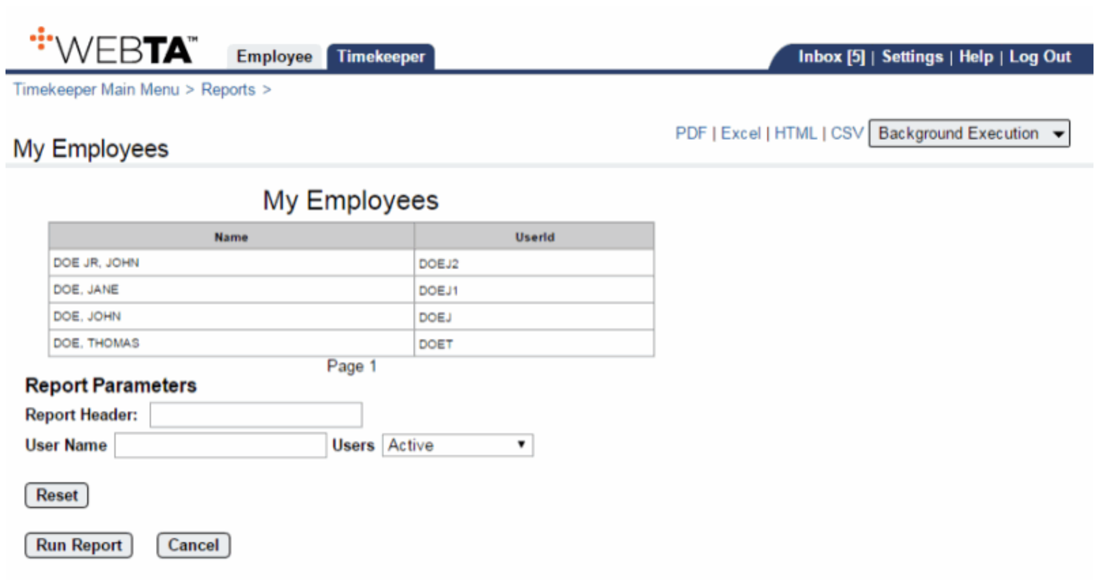


Figure 234: My Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

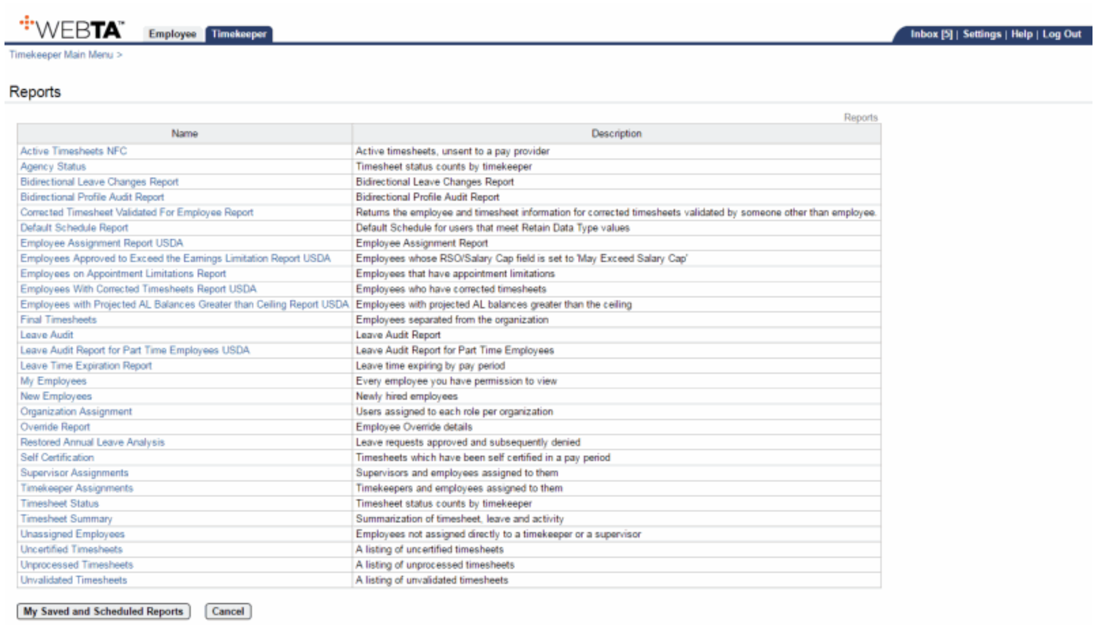
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

New Employees

The New Employees report lists newly hired Employees for the pay period or range of pay periods selected.

To Run the New Employee Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 235: Timekeeper Reports Menu Page

2. Select the ***New Employees*** link. The New Employees Report Parameters page is displayed.

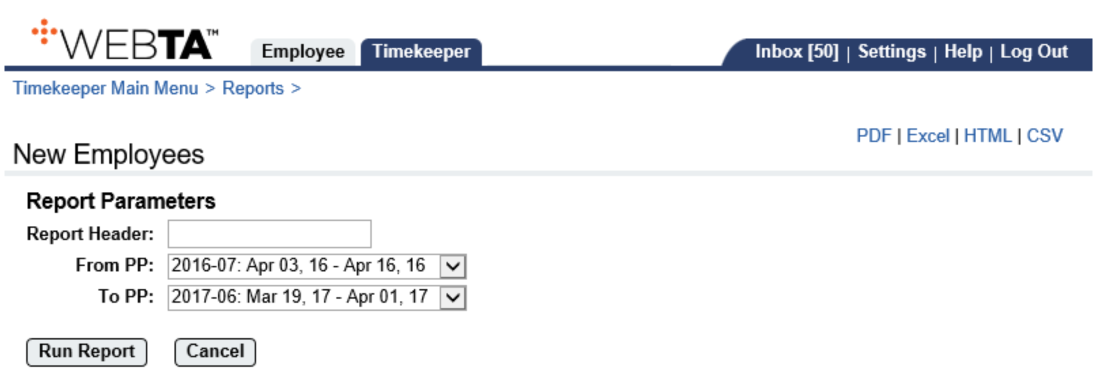


Figure 236: New Employees Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

4. Select the **Run Report** button to run and display the report.

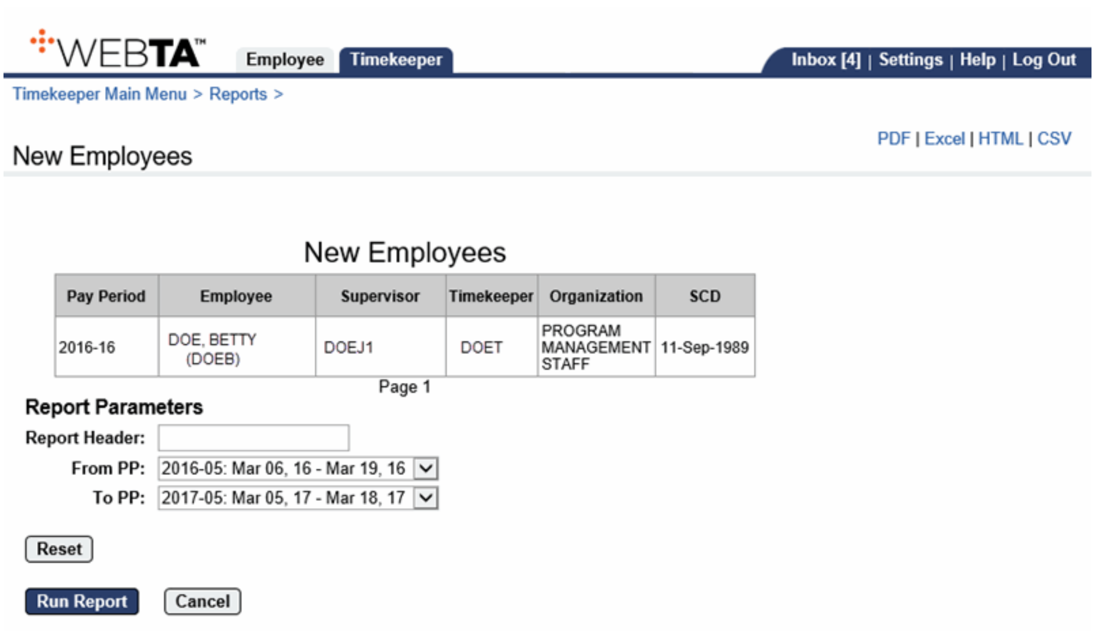


Figure 237: New Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

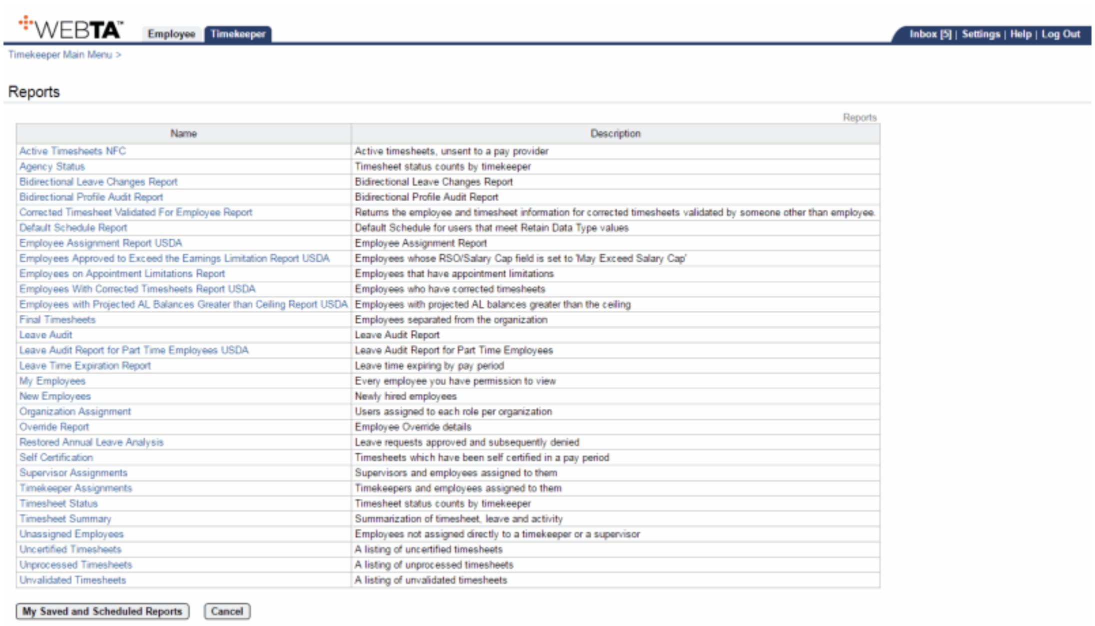
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Organization Assignment

The Organization Assignment report lists users assigned to each role per organization.

To Run the Organization Assignment Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.



WEBTA Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports | Cancel

Figure 238: Timekeeper Reports Menu Page

2. Select the ***Organization Assignment*** link. The Organization Assignment Report Parameters page is displayed.

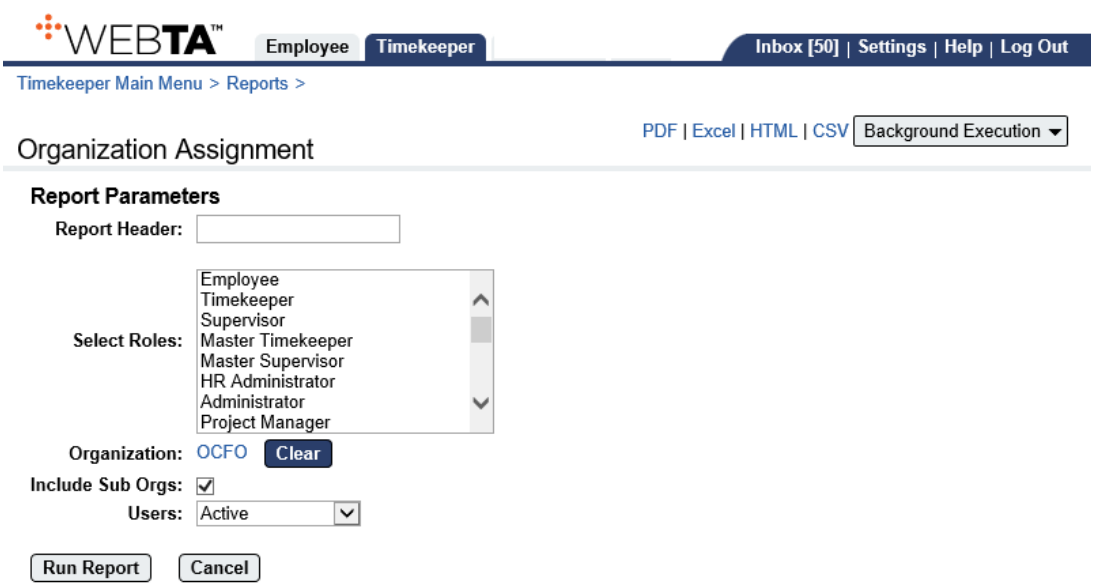


Figure 239: Organization Assignment Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Select Roles (see "***Select Roles Field Instruction***" on page 326)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

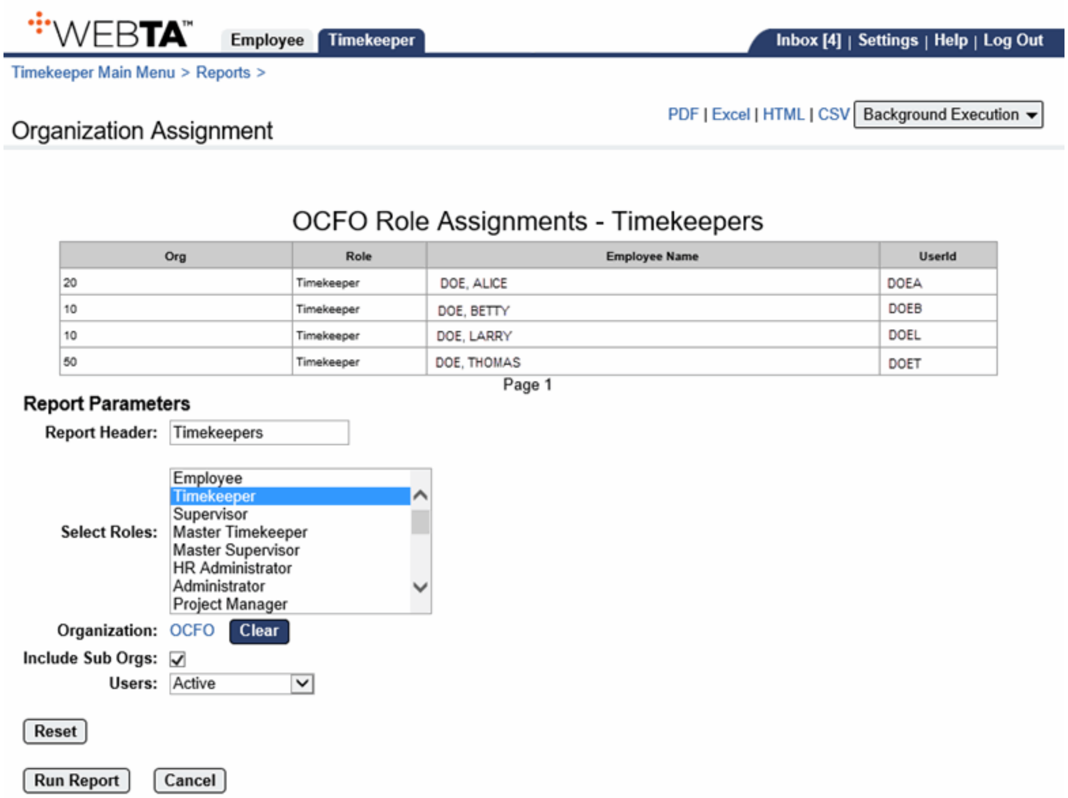


Figure 240: Organization Assignment Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

   OR

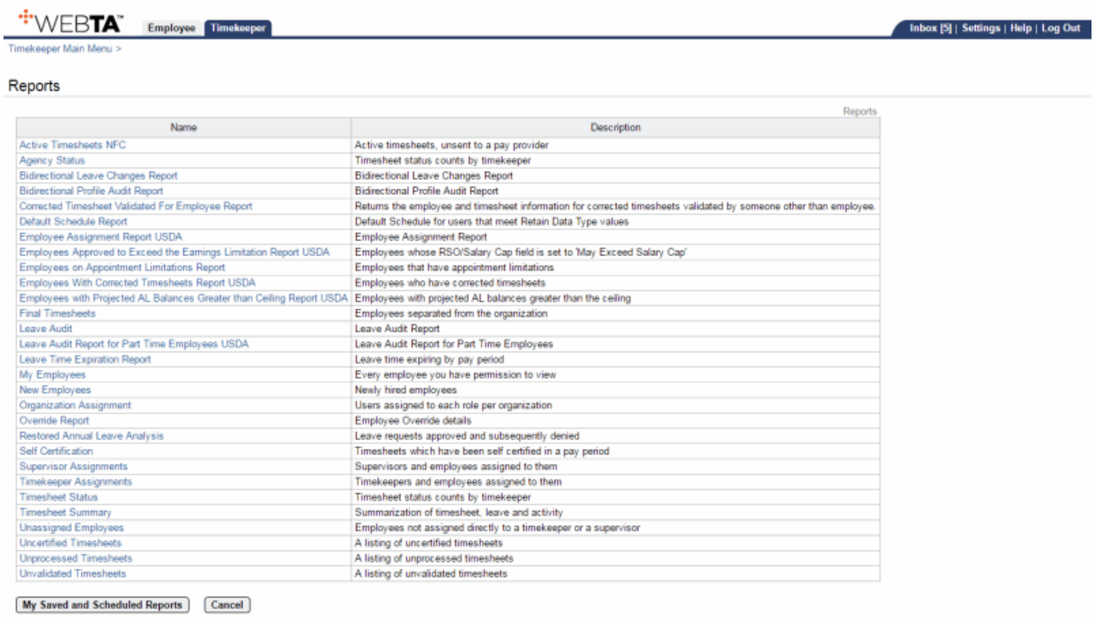
   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Override Report

The Employee Override report lists Employees who meet the selected criteria for the filters listed. If you leave a field blank, the search is conducted on all criteria that your role has access to.

To Run the Override Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.



WEBTA Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

Reports

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports | Cancel

Figure 241: Timekeeper Reports Menu Page

2. Select the ***Override Report*** link. The Override Report Parameters page is displayed.

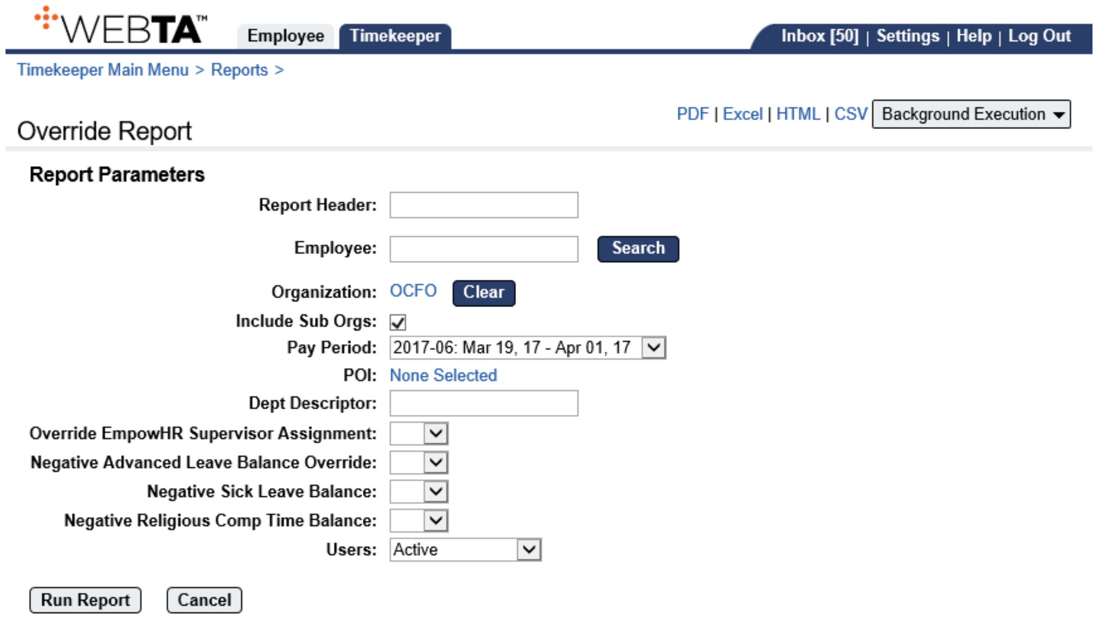


Figure 242: Override Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Employee (see "***Employee Field Instruction***" on page 316)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Pay Period (see "***Pay Period Field Instruction***" on page 324)

POI (see "***POI Field Instruction***" on page 325)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 315)

Override EmpowHR Supervisor Assignment (see "***Override EmpowHR Supervisor Assignment Field Instructions***" on page 324)

Negative Advanced Leave Balance Override (see "***Negative Advanced Leave Balance Override Field Instruction***" on page 323)

Negative Sick Leave Balance (see "***Negative Sick Leave Balance Field Instruction***" on page 323)

Negative Religious Comp Time Balance (see "***Negative Religious Comp Time Balance Field Instruction***" on page 323)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

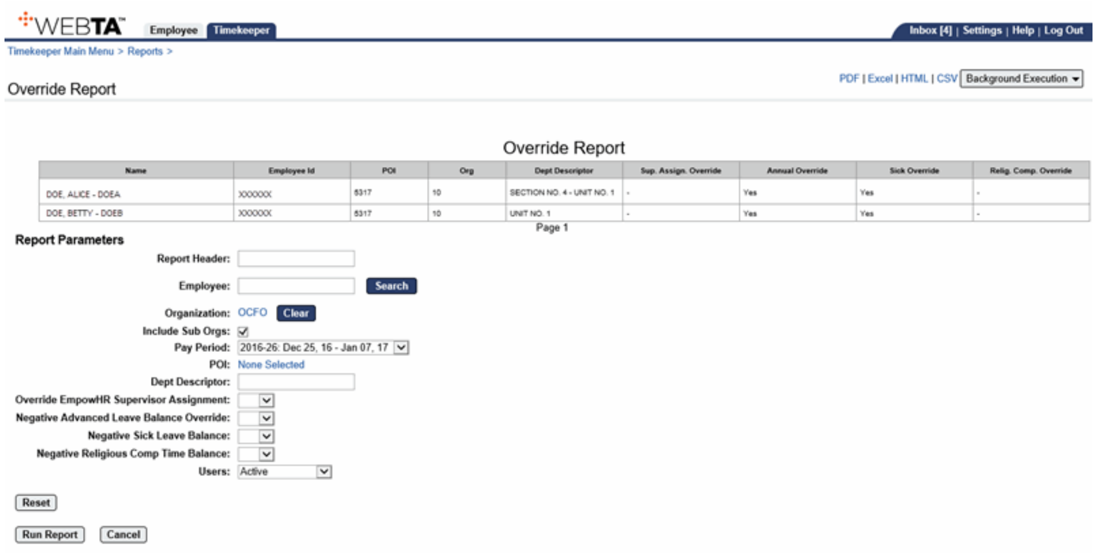


Figure 243: Override Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Overtime Report

The Overtime Report lists, by Employee, the number of overtime hours worked in the pay period(s) selected.

Note: The Overtime Report is available to the Master Timekeeper only.

To Run the Overtime Report:

1. Select the ***Reports*** link from the Reports section on the Master Timekeeper Main Menu page. The Reports menu page is displayed.

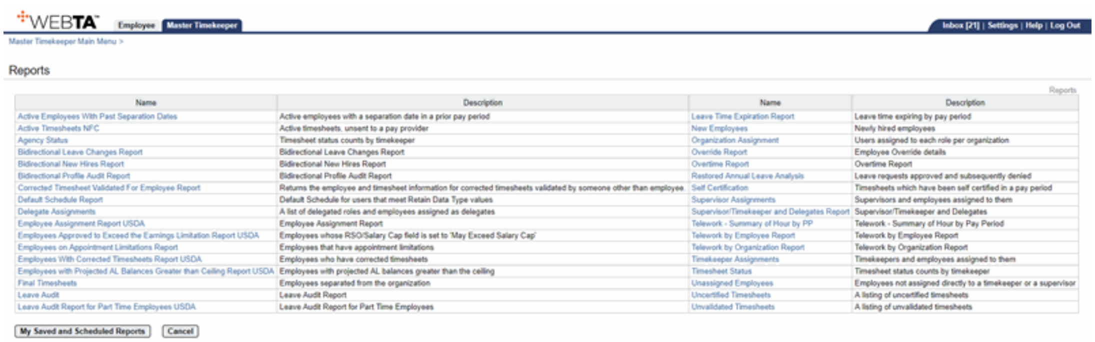


Figure 244: Master Timekeeper Reports Menu

2. Select the ***Overtime Report*** link. The Overtime Report Parameters page is displayed.

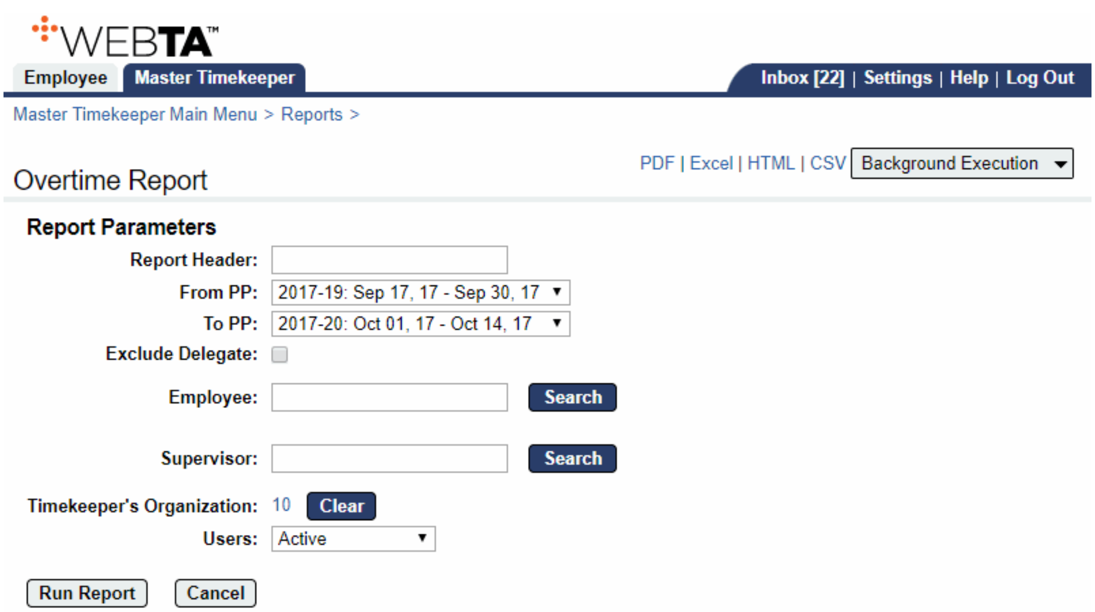


Figure 245: Overtime Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Exclude Delegate (see "***Exclude Delegate Field Instruction***" on page 318)

Employee (see "***Employee Field Instruction***" on page 316)

Supervisor (see "***Supervisor Field Instruction***" on page 330)

Timekeeper's Organization (see "***Timekeeper's Organization Field Instruction***" on page 331)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

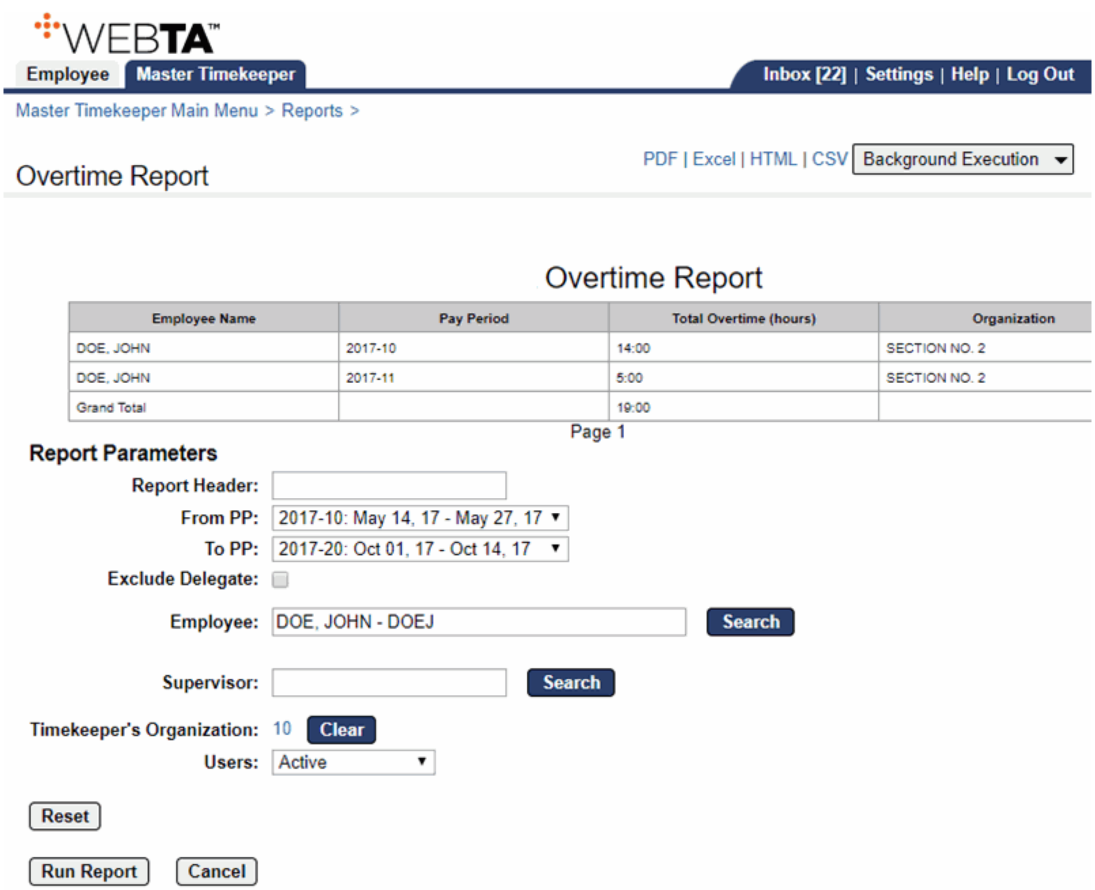


Figure 246: Overtime Report

OR

Select the PDF, Excel, HTML, or CSV link to display the report output in the specified file type. A dialog box displays options to open or save the output file.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

   OR

   Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Restored Annual Leave Analysis

The Restored Annual Leave Analysis report lists leave requests that were approved and subsequently denied.

To Run the Restored Annual Leave Analysis Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.

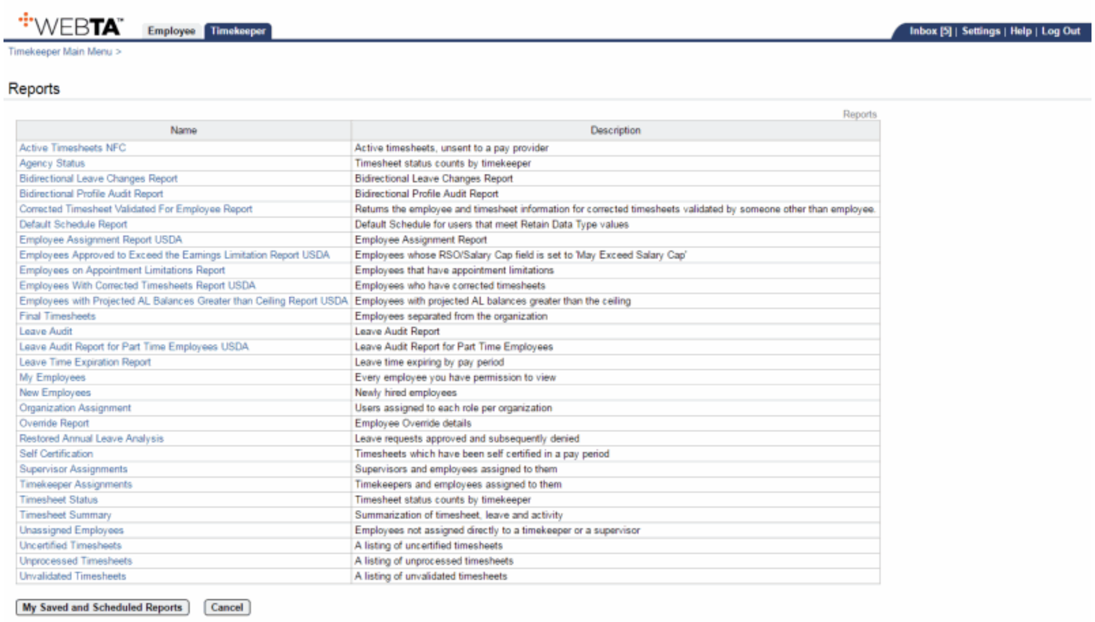


Figure 247: Timekeeper Reports Menu Page

2. Select the ***Restored Annual Leave Analysis*** link. The Restored Annual Leave Analysis Report Parameters page is displayed.

Figure 248: Restored Annual Leave Analysis Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Employee (see "***Employee Field Instruction***" on page 316)

Leave Year (see "***Leave Year Field Instruction***" on page 322)

4. Select the **Run Report** button to run and display the report.

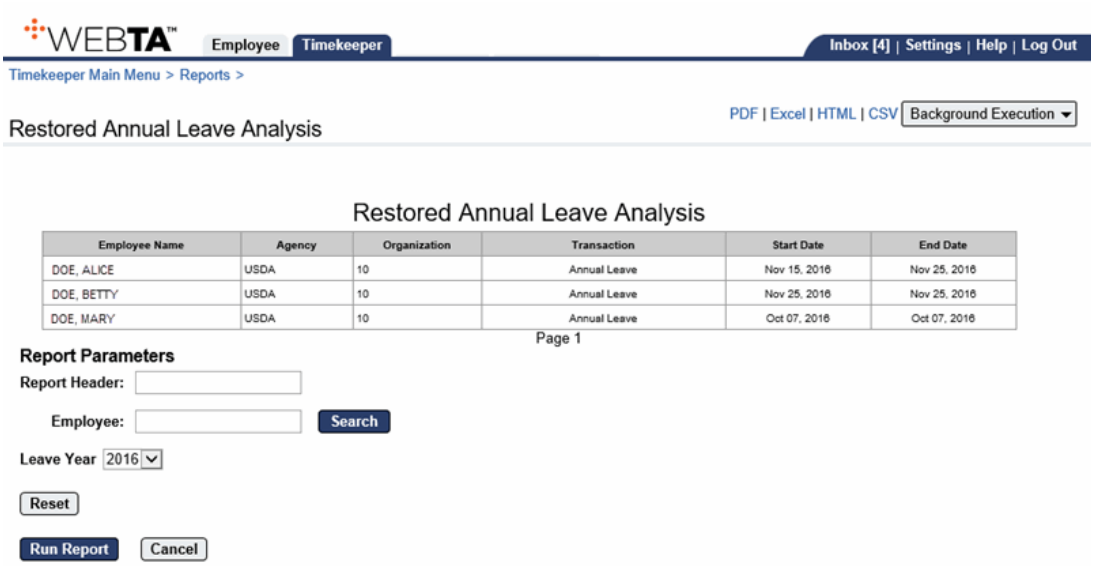


Figure 249: Restored Annual Leave Analysis Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

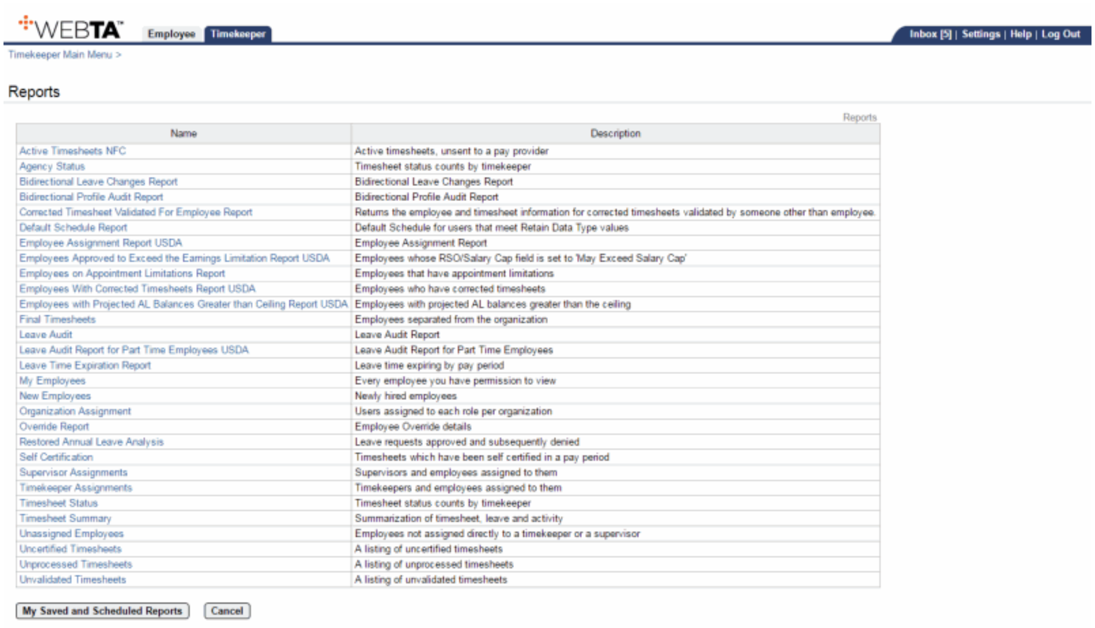
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Self Certification

The Self Certification report list timesheets which have been self certified in the specified pay period or range of pay periods.

To Run the Self Certification Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
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Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 250: Timekeeper Reports Menu Page

2. Select the ***Self Certification*** link. The Self Certification Report Parameters page is displayed.

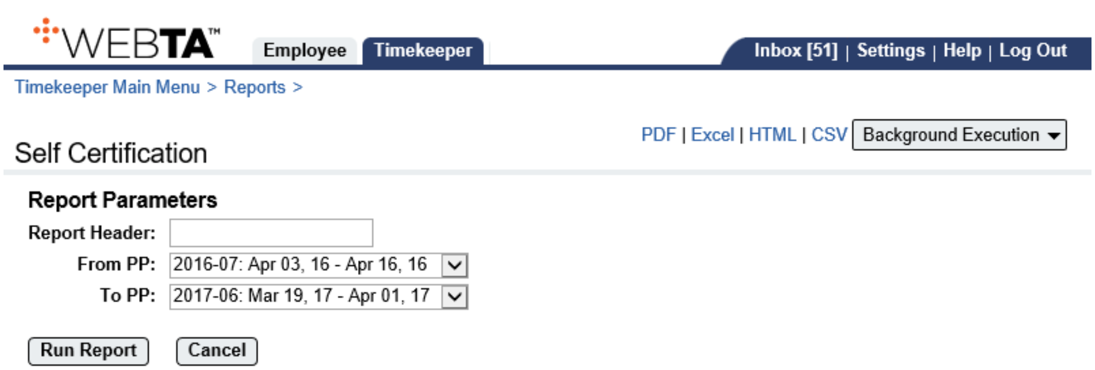


Figure 251: Self Certification Report Parameters Page

3. Complete the following Report Parameters fields:

   Report Header (see "***Report Header Field Instruction***" on page 325)

   From PP (see "***From PP Field Instruction***" on page 319)

   To PP (see "***To PP Field Instruction***" on page 332)

4. Select the **Run Report** button to run and display the report.

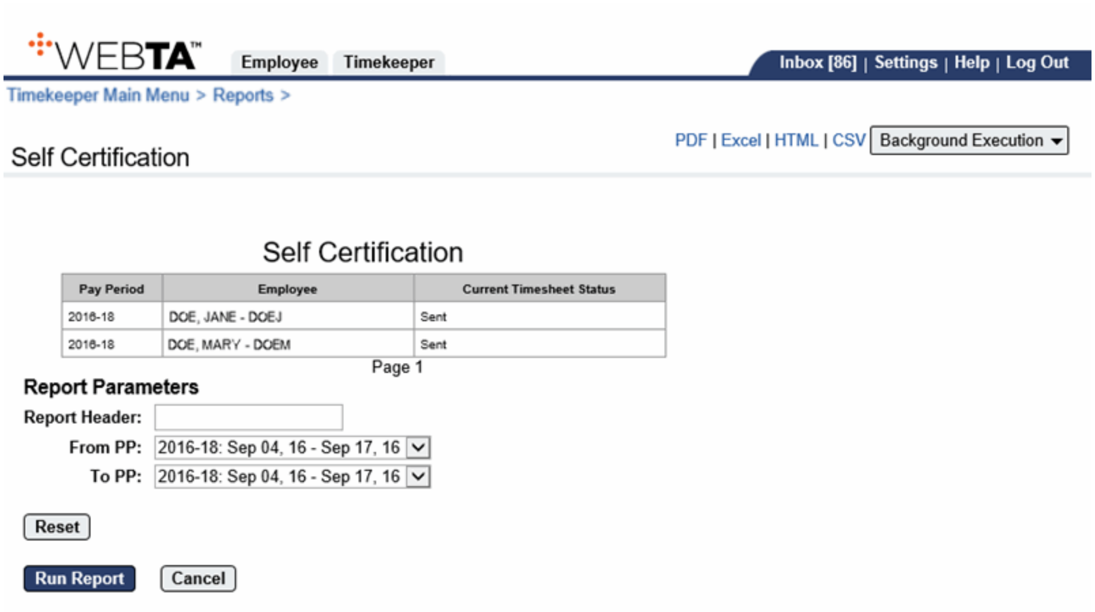


Figure 252: Self Certification Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Supervisor Assignments

The Supervisor Assignments reports lists Supervisors and the Employees assigned to them.

To Run the Supervisor Assignments Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.

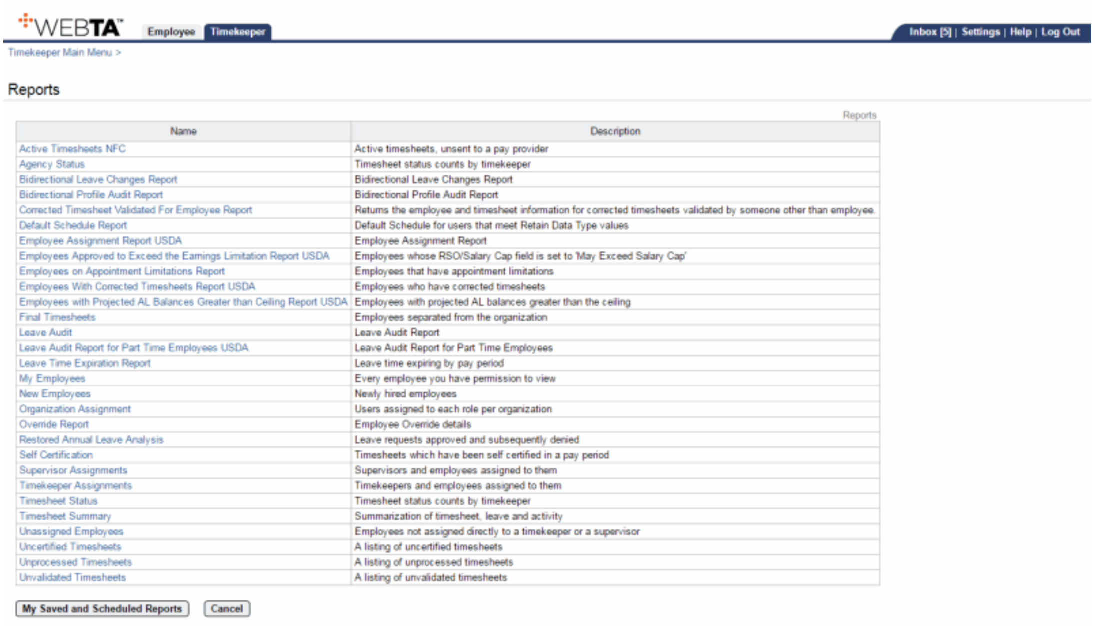


Figure 253: Timekeeper Reports Menu Page

2. Select the ***Supervisor Assignments*** link. The Supervisor Assignments Report Parameters page is displayed.

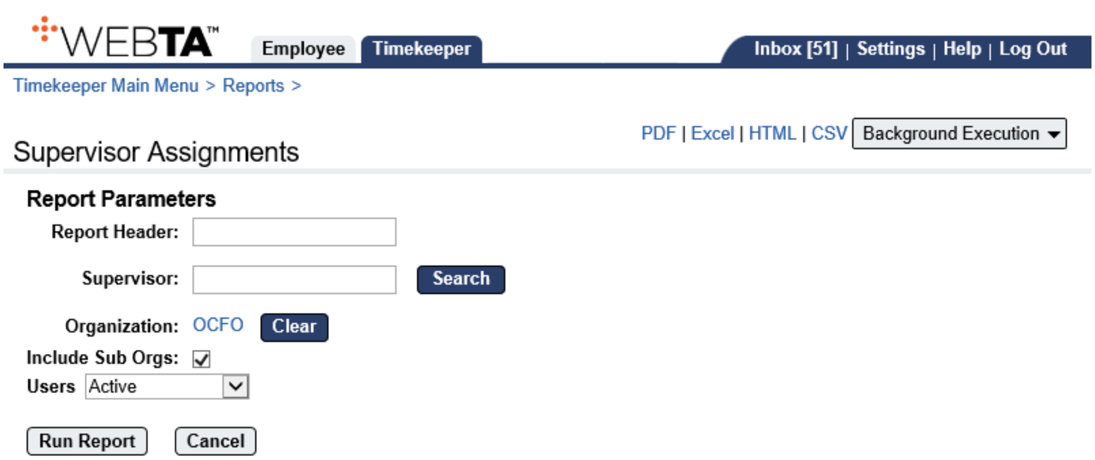


Figure 254: Supervisor Assignments Report Parameters Page

3. Complete the following Report Parameters fields:

   Report Header (see "***Report Header Field Instruction***" on page 325)

   Supervisor (see "***Supervisor Field Instruction***" on page 330)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

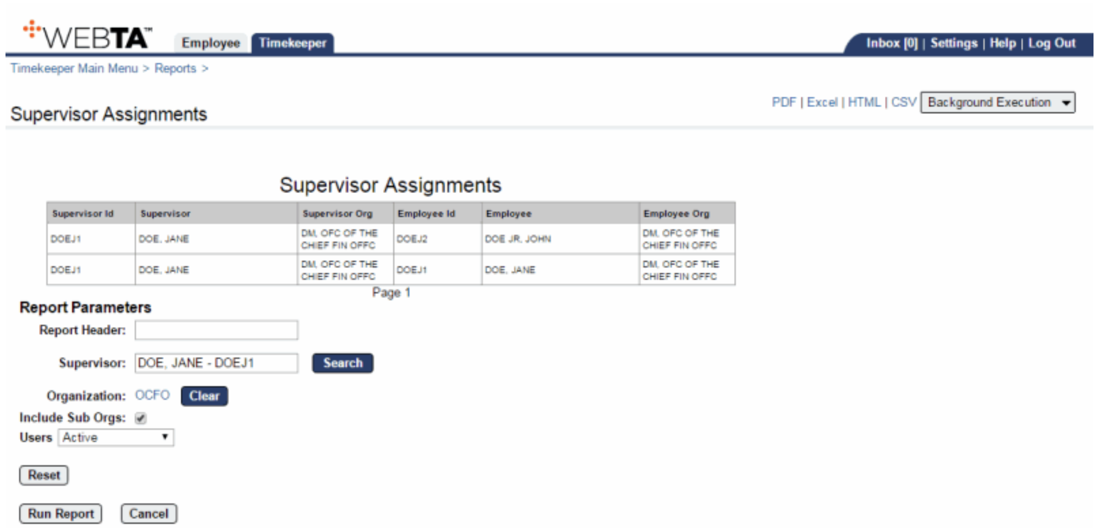


Figure 255: Supervisor Assignments Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Supervisor/Timekeeper and Delegates Report

The Supervisor/Timekeeper and Delegate report lists the Delegates for the selected Supervisor and Timekeeper Delegates.

Note: The Supervisor/Timekeeper and Delegates Report is available to Master Timekeepers only.

To Run the Supervisor/Timekeeper and Delegates Report:

1. Select the ***Reports*** link from the Reports section on the Master Timekeeper Main Menu page. The Reports menu page is displayed.

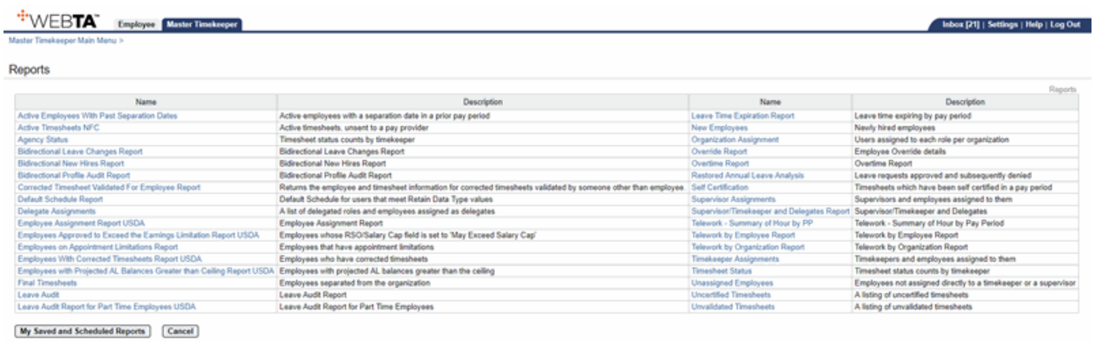


Figure 256: Master Timekeeper Reports Menu

2. Select the ***Supervisor/Timekeeper and Delegates Report*** link. The Supervisor/Timekeeper and Delegates Report Parameters page is displayed.

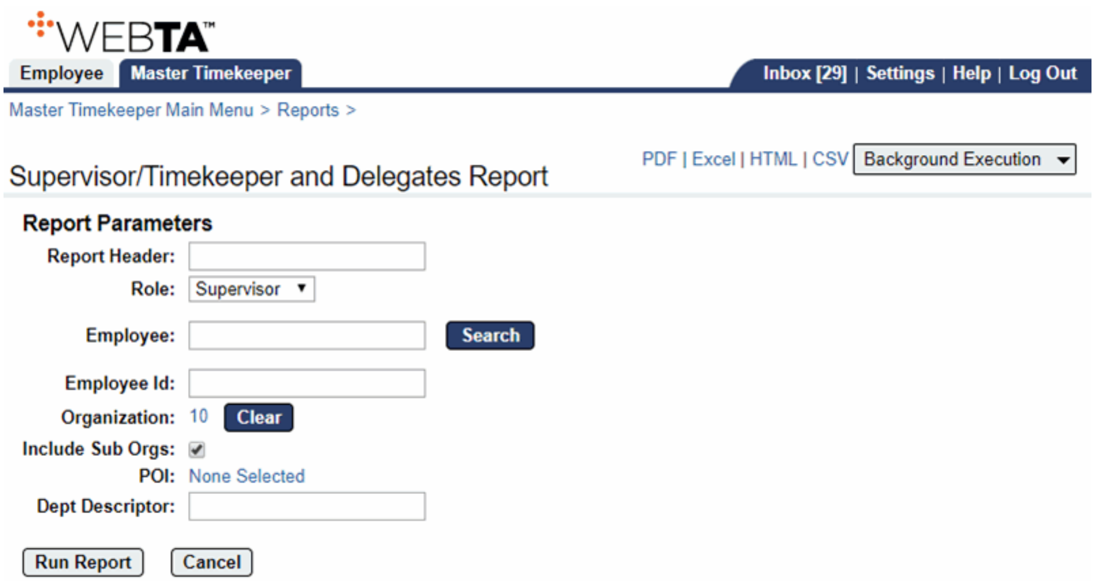


Figure 257: Supervisor/Timekeeper and Delegates Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Role (see "***Role Field Instruction***" on page 326)

Employee (see "***Employee Field Instruction***" on page 316)

Employee ID (see "***Employee Id Field***" on page 316)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

POI (see "***POI Field Instruction***" on page 325)

Dept Descriptor (see "***Dept Descriptor Field Instruction***" on page 315)

4. Select the **Run Report** button to run and display the report.

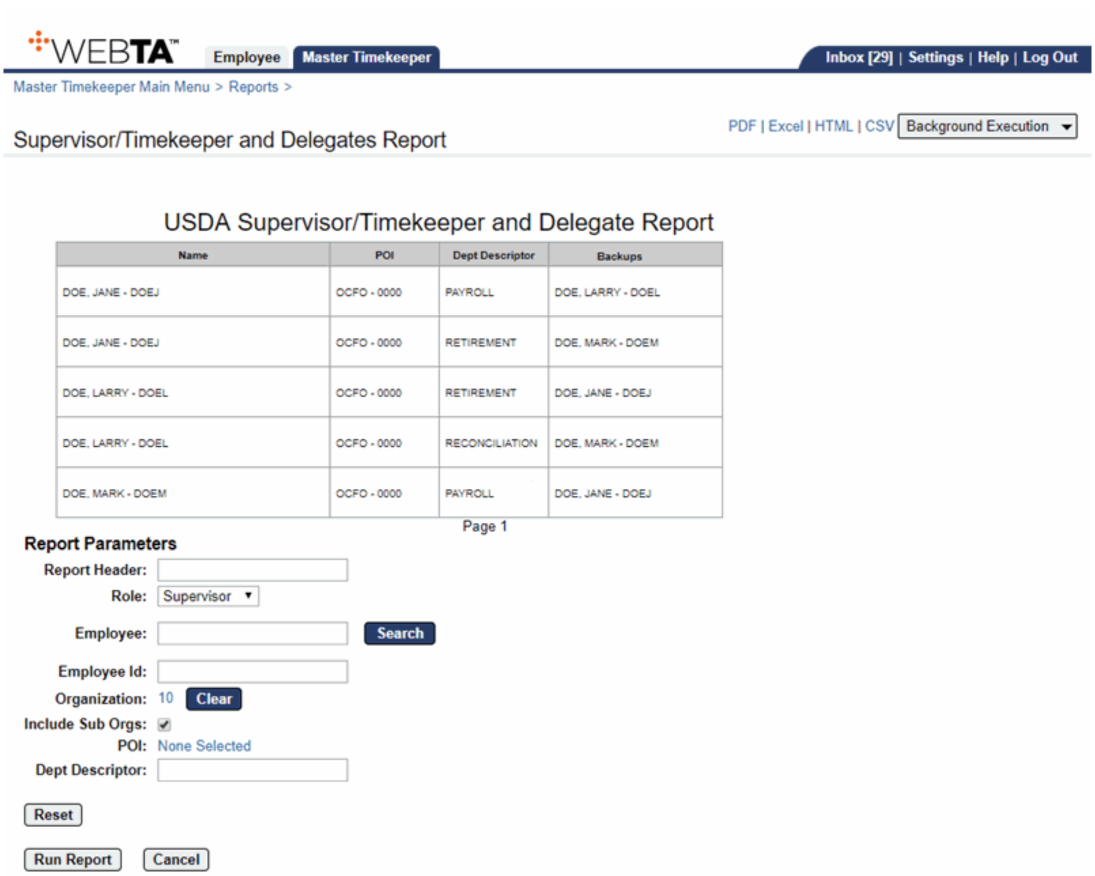


Figure 258: Supervisor/Timeekeeper and Delegates Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

---

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Timekeeper Assignments

The Timekeeper Assignments report lists Timekeepers and the Employees assigned to them.

To Run the Timekeeper Assignments Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.

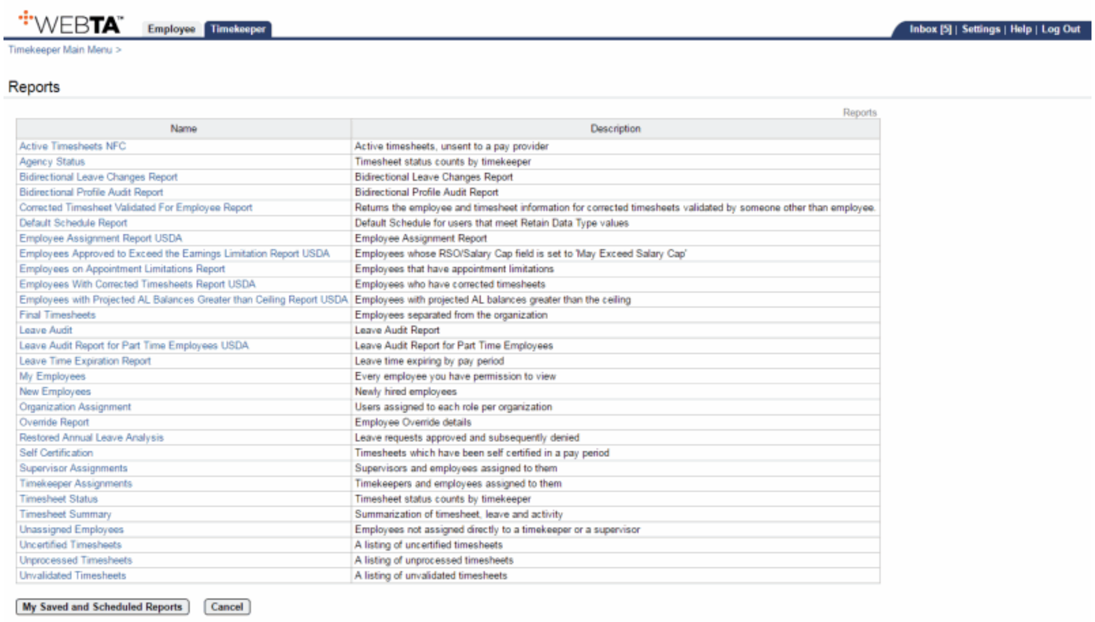


Figure 259: Timekeeper Reports Menu Page

2. Select the ***Timekeeper Assignments*** link. The Timekeeper Assignments Report Parameters page is displayed.

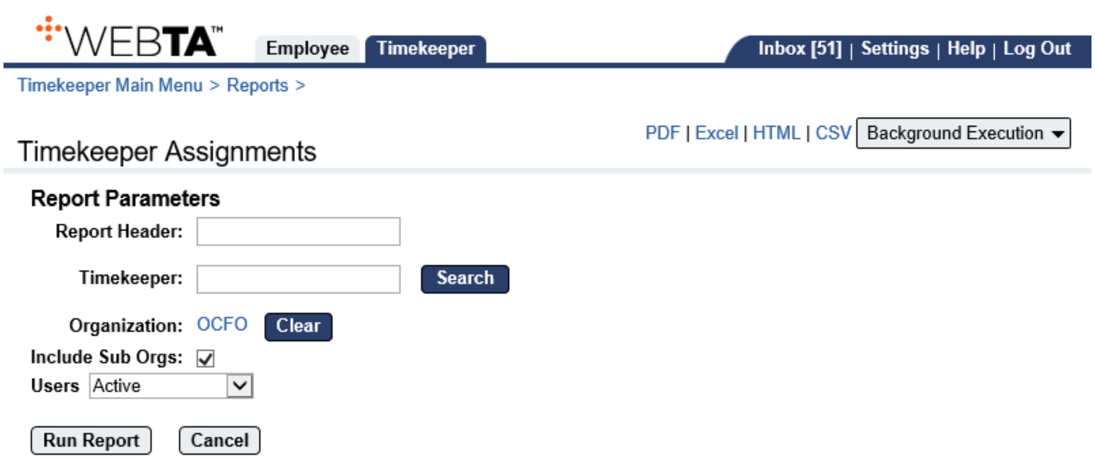


Figure 260: Timekeeper Assignments Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Timekeeper (see "***Timekeeper Field Instruction***" on page 331)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

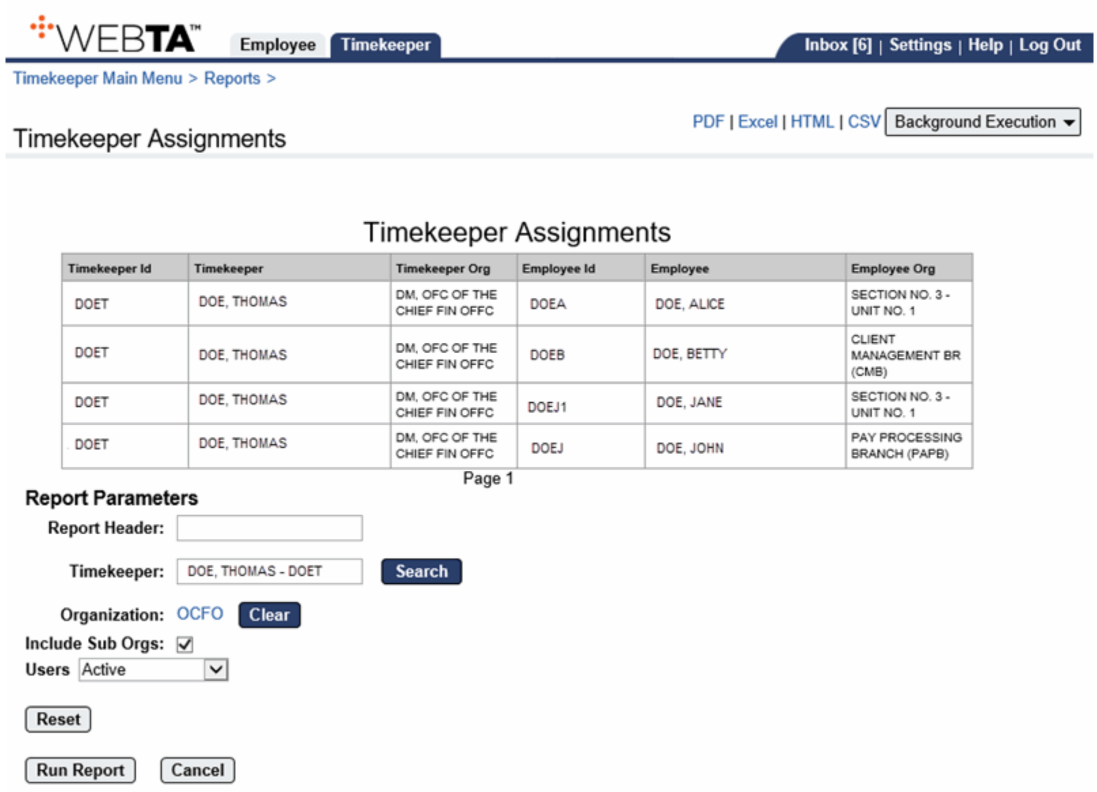


Figure 261: Timekeeper Assignments Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

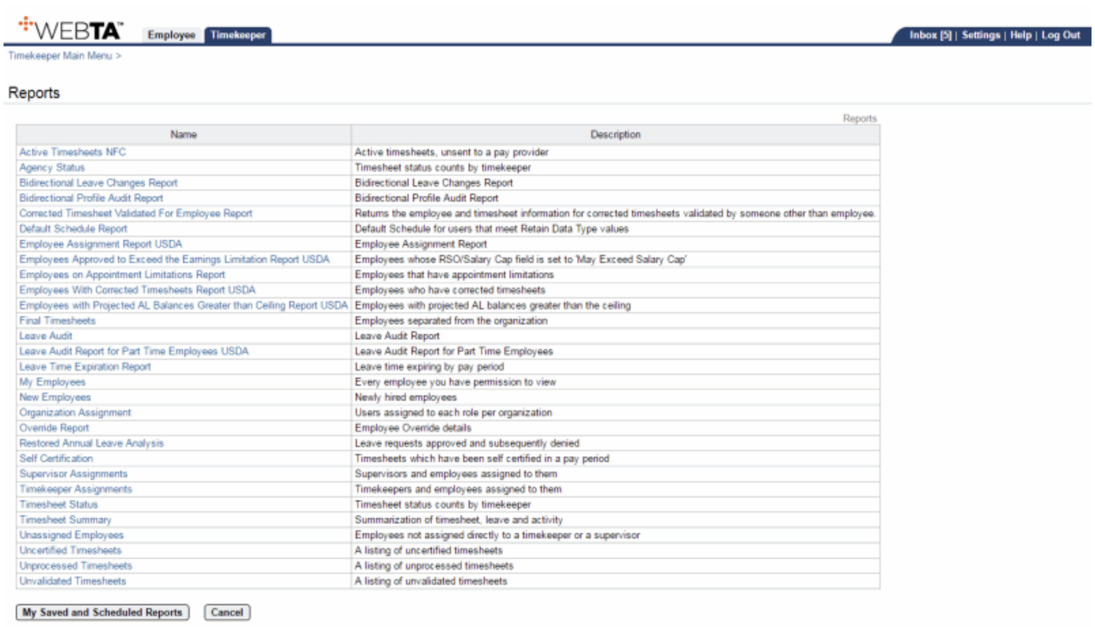
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Timesheet Status

The Timesheet Status report lists the total number of timesheets and the count of timesheets in **`Pending`**, **`Validated`**, **`Certified`**, **`Processed`**, and **`On Hold`** statuses.

To Run the Timesheet Status Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.



WEBTA Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

Reports

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 262: Timekeeper Reports Menu Page

2. Select the ***Timesheet Status*** link. The Timesheet Status Report Parameters page is displayed.

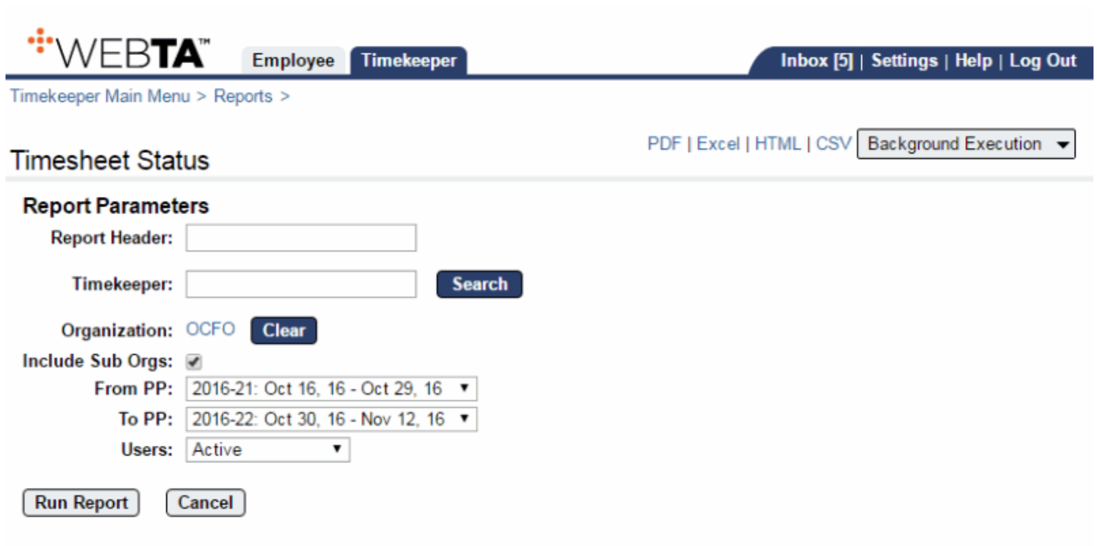


Figure 263: Timesheet Status Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Timekeeper (see "***Timekeeper Field Instruction***" on page 331)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

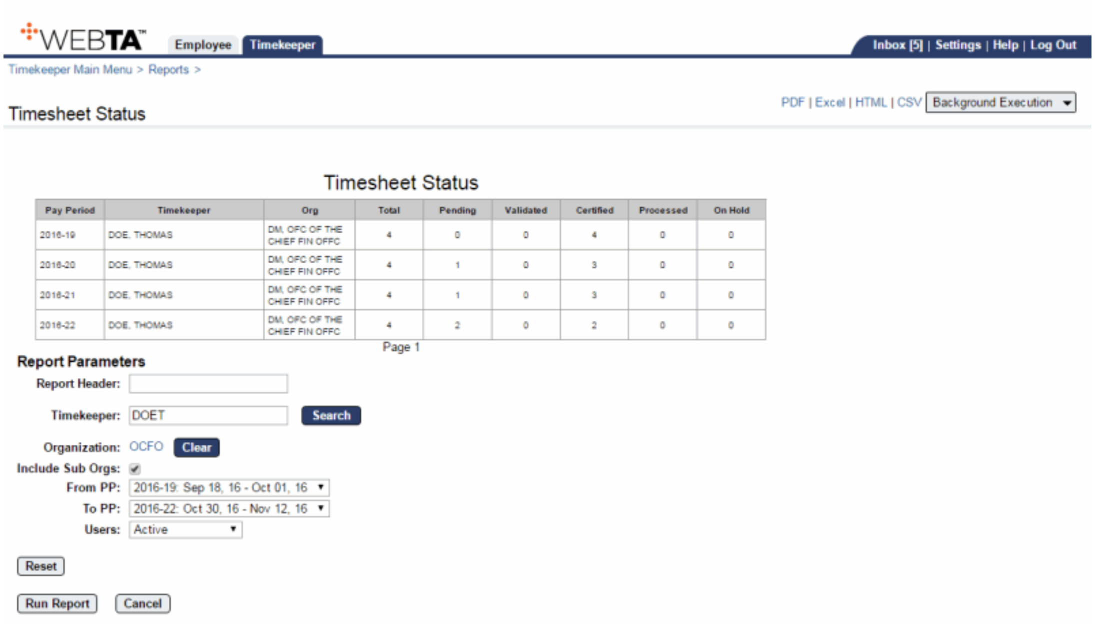


Figure 264: Timesheet Status Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Timesheet Summary

The Timesheet Summary Report is a printable version of the Timesheet Summary for up to 10 selected Employees. In order to view this report, it must be exported to a PDF file.

Note: The Timesheet Summary Report is specific to the Timekeeper role.

To Run the Timesheet Summary Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.

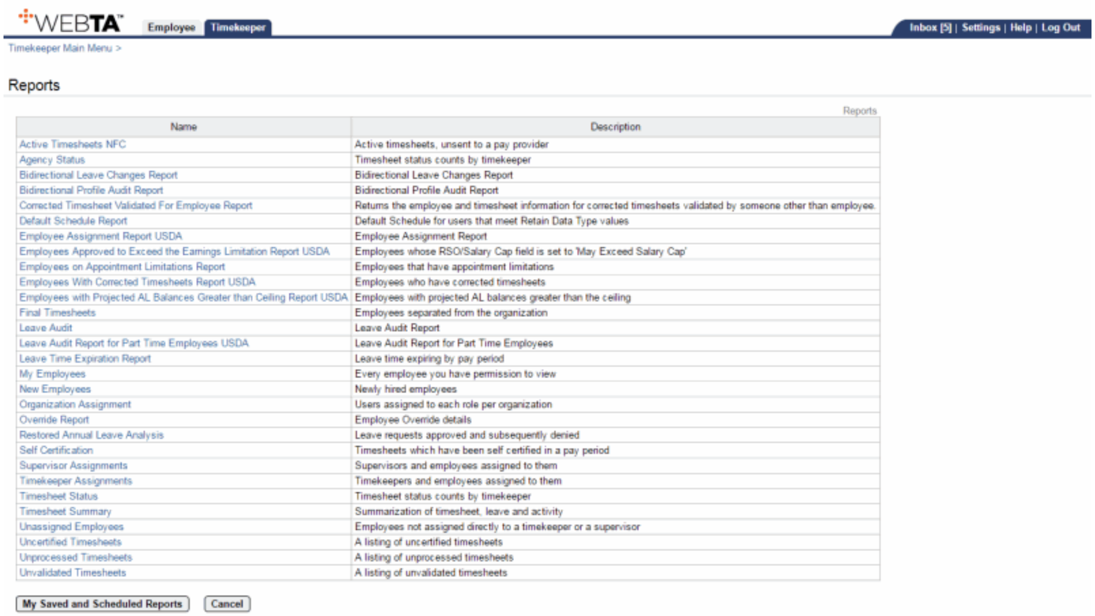


Figure 265: Timekeeper Reports Menu Page

2. Select the ***Timesheet Summary*** link. The Timesheet Summary Report Parameters page is displayed.

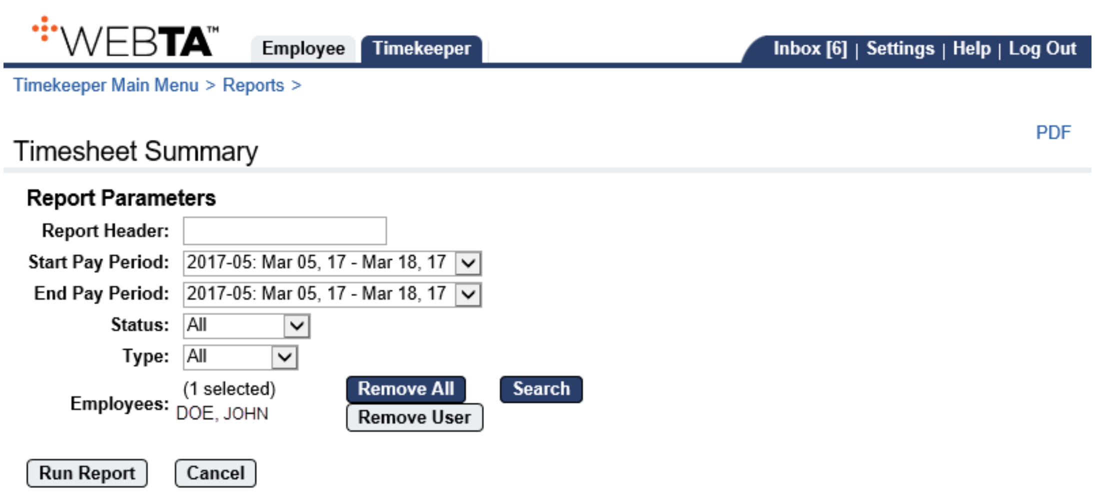


Figure 266: Timesheet Summary Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Start Pay Period (see "***Start Pay Period Field Instruction***" on page 327)

End Pay Period (see "***End Pay Period Field Instruction***" on page 318)

Status (see "***Status Field Instruction***" on page 329)

Type (see "***Type Field Instruction***" on page 333)

Employees (see "***Employees Field Instruction***" on page 316)

The Timesheet Summary Report Parameters page is displayed with the selected Employees listed.

4. Select the **Run Report** button. The message, *Click one of the report links to export the report*, is displayed.
5. Select the ***PDF*** link. The File Download box appears.
6. Select the **Save** button. The Save As dialog box appears.
7. Choose the location to save the report.
8. Select the **Save** button.
9. Select the **Cancel** button to return to the Reports menu.

OR

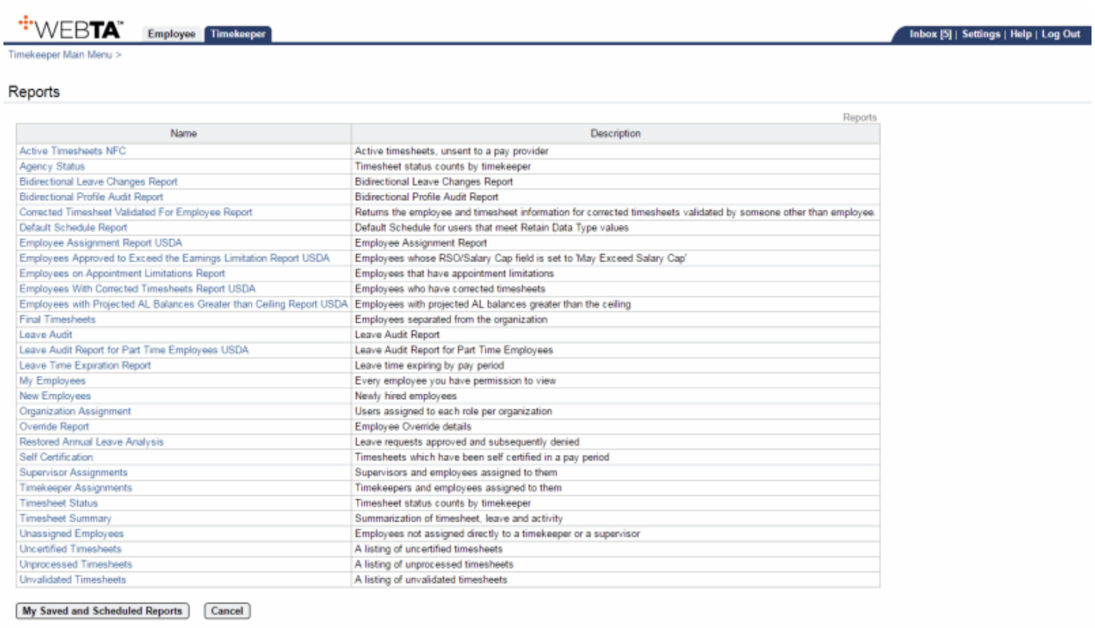
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Unassigned Employees

The Unassigned Employees report lists Employee not assigned directly to a Timekeeper or a Supervisor.

To Run the Unassigned Employees Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 267: Timekeeper Reports Menu Page

2. Select the ***Unassigned Employees*** link. The Unassigned Employees Report Parameters page is displayed.

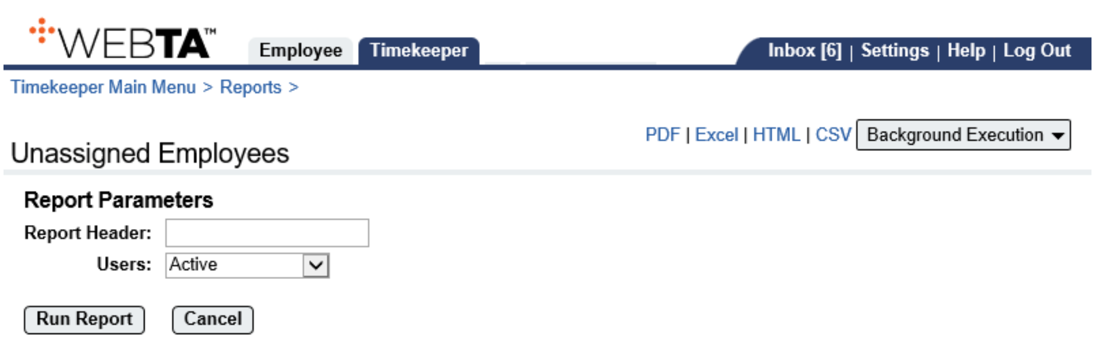


Figure 268: Unassigned Employees Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

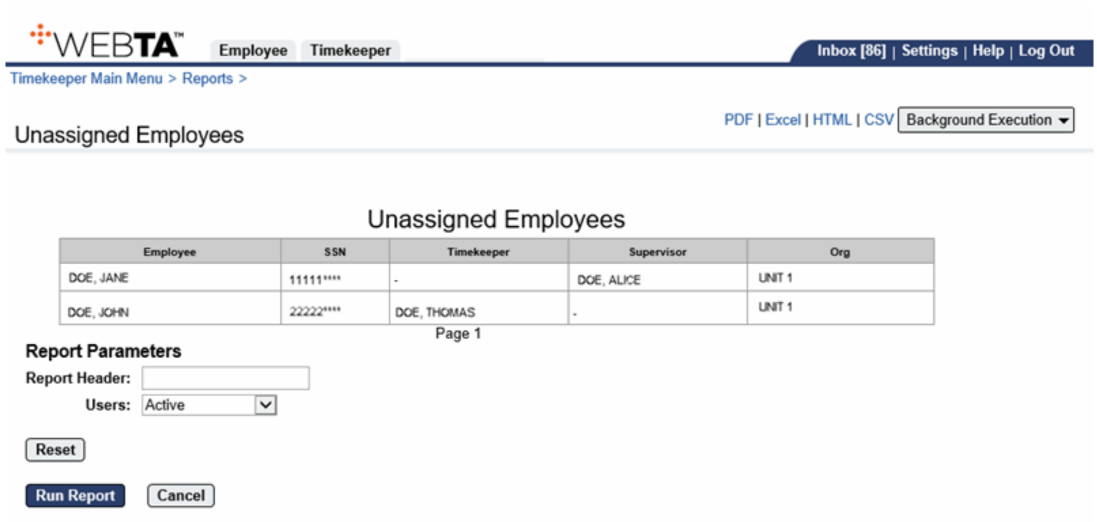


Figure 269: Unassigned Employees Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

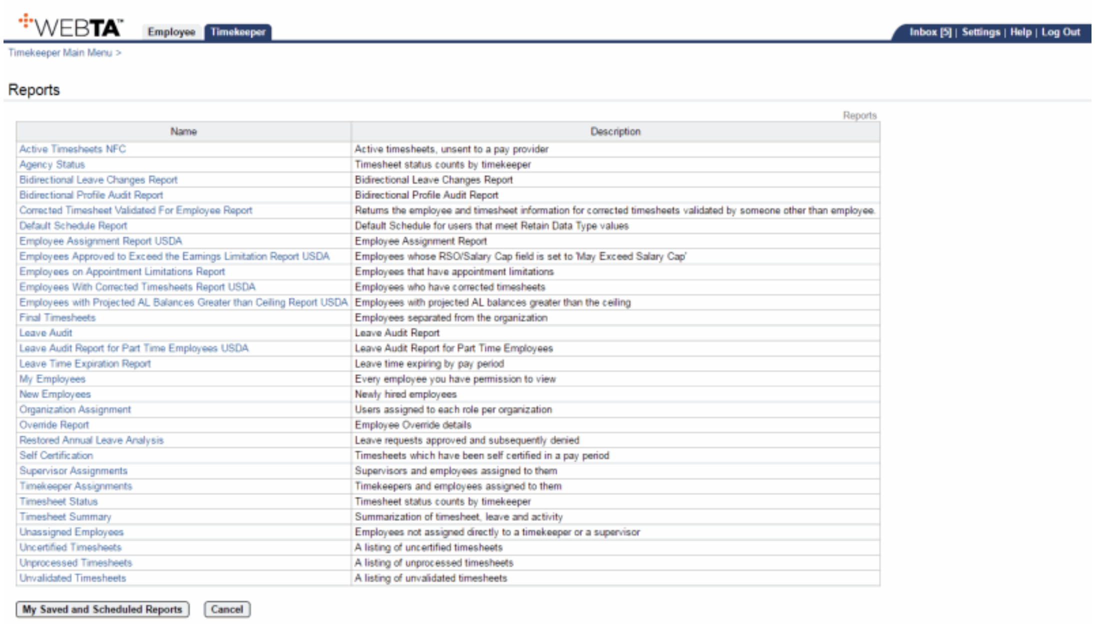
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Uncertified Timesheets

The Uncertified Timesheets report lists uncertified timesheets for a pay period or range of pay periods.

To Run the Uncertified Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 270: Timekeeper Reports Menu Page

2. Select the ***Uncertified Timesheets*** link. The Uncertified Timesheets Report Parameters page is displayed.

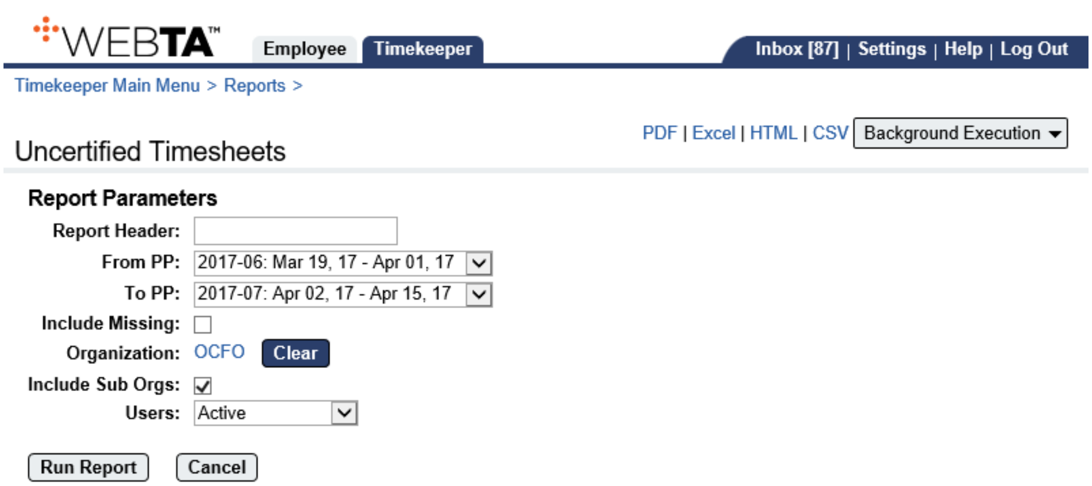


Figure 271: Uncertified Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Include Missing (see "***Include Missing Field Instruction***" on page 320)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

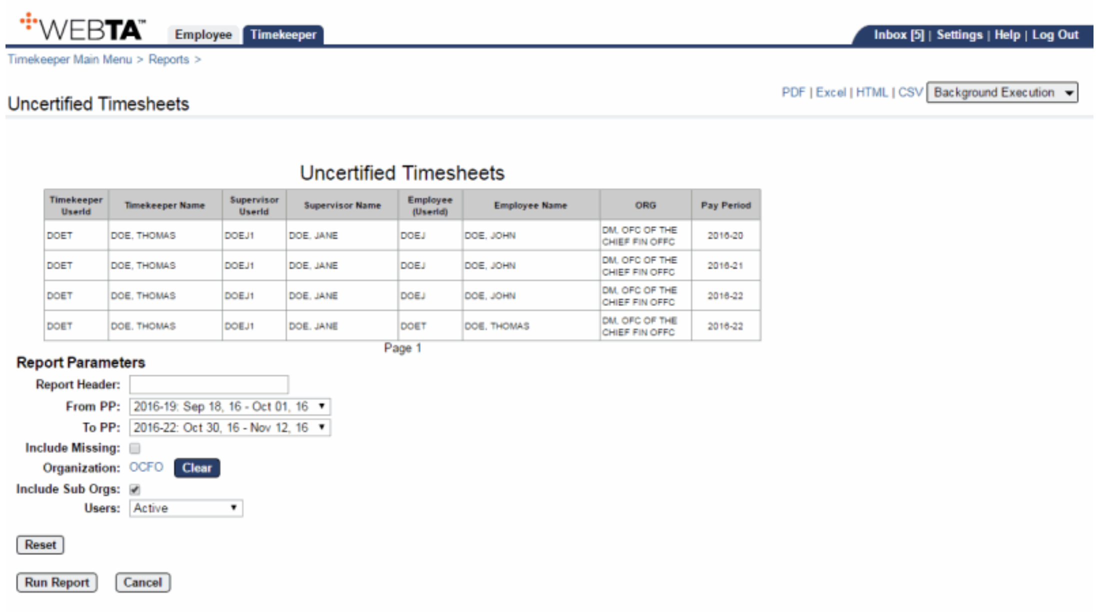


Figure 272: Uncertified Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Unprocessed Timesheets

The Unprocessed Timesheets report lists unprocessed timesheets for a pay period or range of pay periods.

Note: The Unprocessed Timesheets Report is specific to the Timekeeper role.

To Run the Unprocessed Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu is displayed.

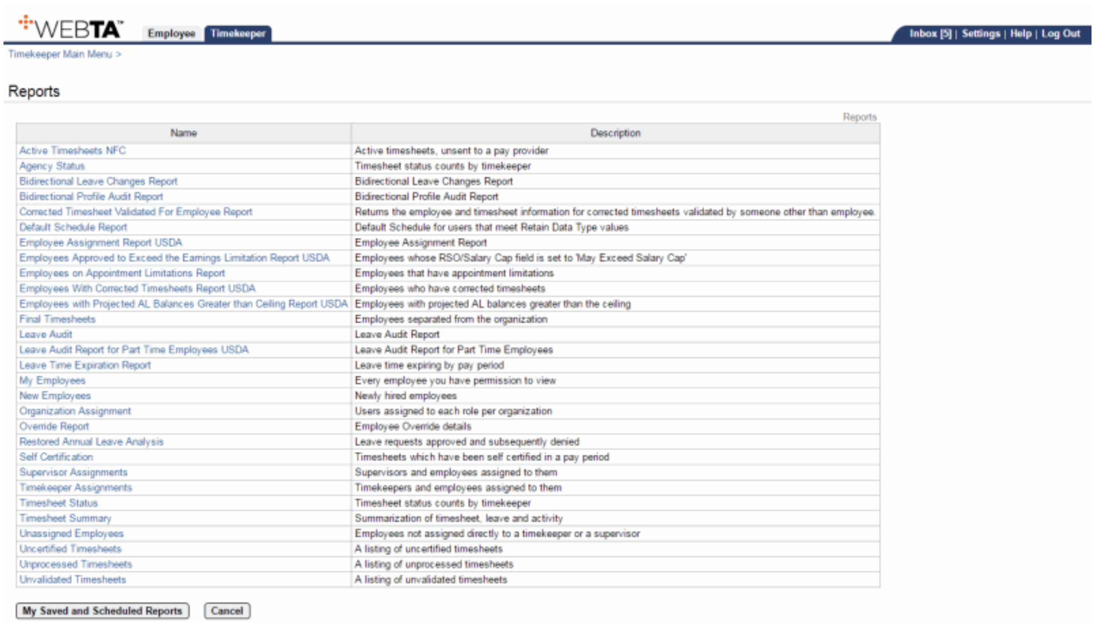


Figure 273: Timekeeper Reports Menu Page

2. Select the ***Unprocessed Timesheets*** link. The Unprocessed Timesheets Report Parameters page is displayed.

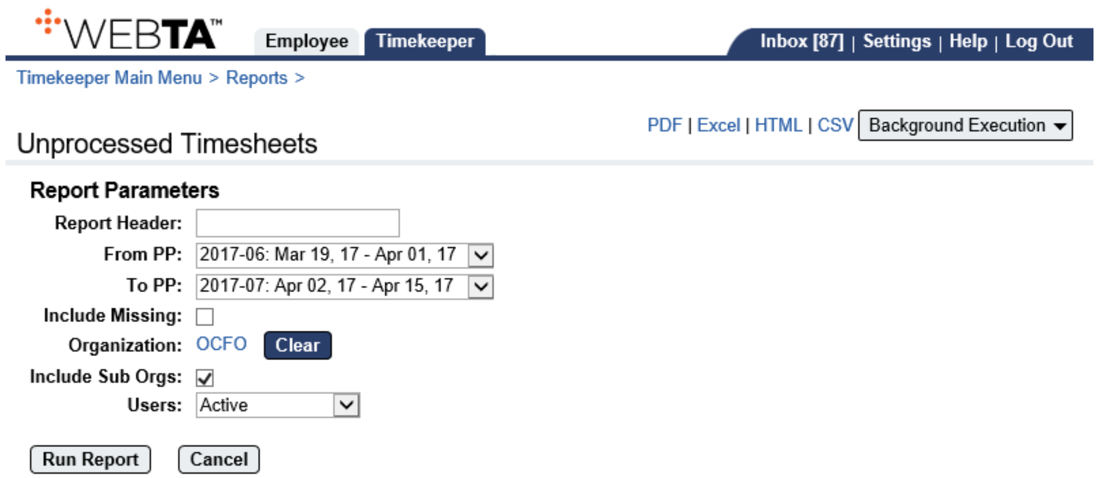


Figure 274: Unprocessed Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Include Missing (see "***Include Missing Field Instruction***" on page 320)

Organization (see "***Organization Field Instruction***" on page 324)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

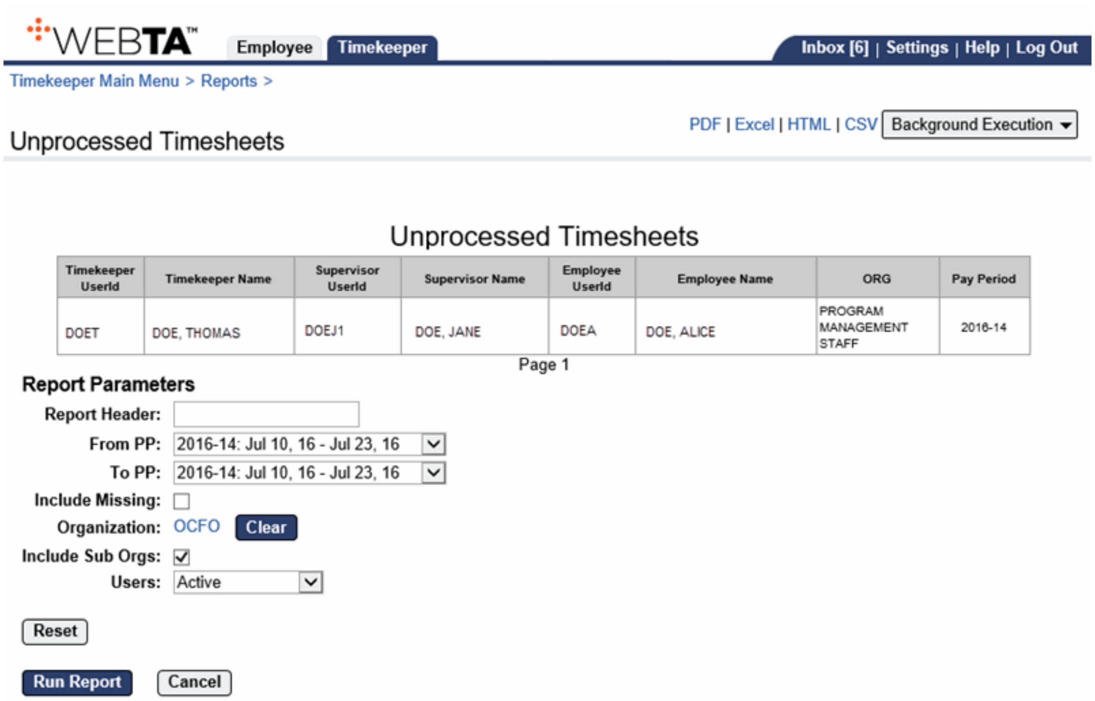


Figure 275: Unprocessed Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

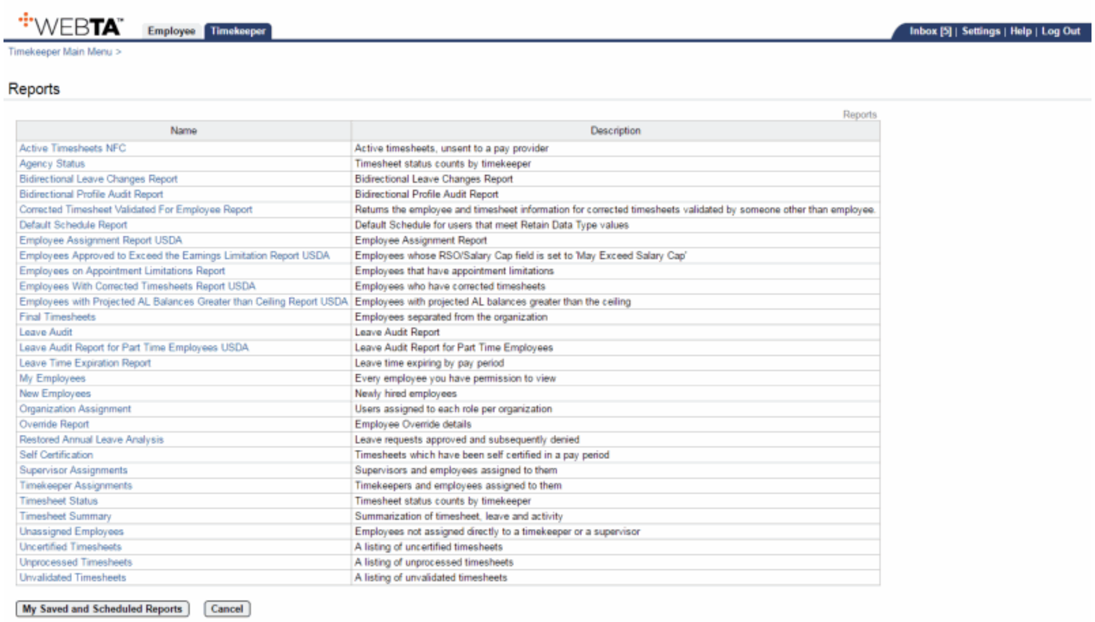
Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Unvalidated Timesheets

The Unvalidated Timesheets report lists unvalidated timesheets for a pay period or range of pay periods.

To Run the Unvalidated Timesheets Report:

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu page. The Reports menu page is displayed.



Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 276: Timekeeper Reports Menu Page

2. Select the ***Unvalidated Timesheets*** link. The Unvalidated Timesheets Report Parameters page is displayed.

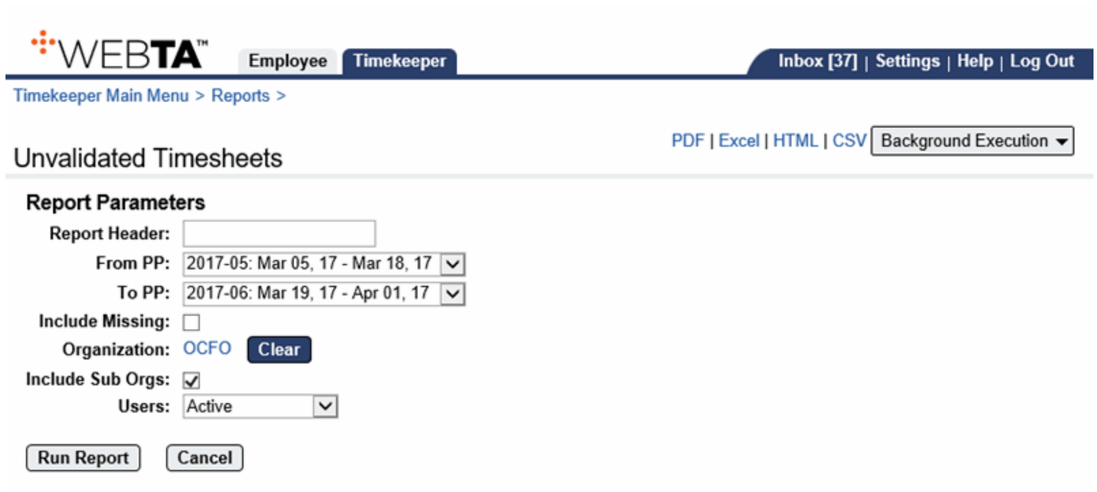


Figure 277: Unvalidated Timesheets Report Parameters Page

3. Complete the following Report Parameters fields:

Report Header (see "***Report Header Field Instruction***" on page 325)

From PP (see "***From PP Field Instruction***" on page 319)

To PP (see "***To PP Field Instruction***" on page 332)

Include Missing (see "***Include Missing Field Instruction***" on page 320)

Organization (see "***Organization Field Instruction***" on page 324)

Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 320)

Users (see "***Users Field Instruction***" on page 334)

4. Select the **Run Report** button to run and display the report.

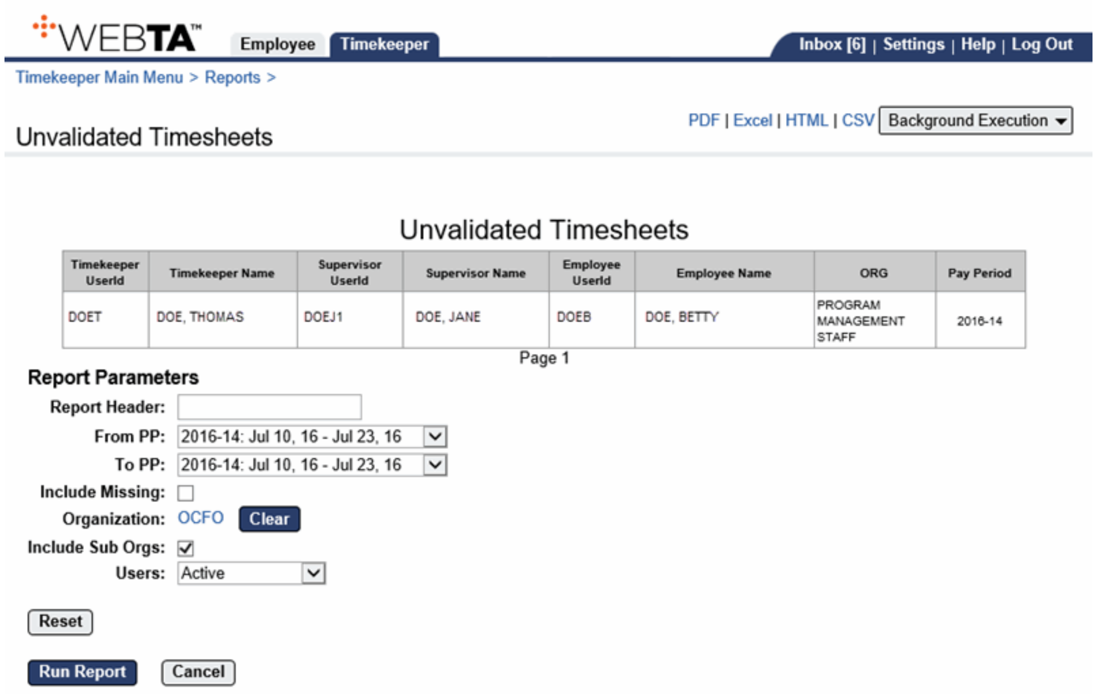


Figure 278: Unvalidated Timesheets Report

OR

Select the ***PDF***, ***Excel***, ***HTML***, or ***CSV*** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see ***Saving and Scheduling Reports*** (on page 221).

Note: The **Reset** button returns you to the Report Parameters page.

5. Select the **Cancel** button to return to the Reports menu.

OR

Select the ***Timekeeper*** tab to return to the Timekeeper Main Menu page.

Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

This section includes the following topics:

Account Field Instruction

Account
Select the **Search Account** button and choose the applicable accounting code from the list.

Account Structure Field Instruction (Required)

Account Structure
Required field
Select the applicable account structure to use from the drop-down list.

Action Field Instruction

Action

Select the **Delete** button to delete the line from the request.

Active Field Description

Active
Checked if the Employee is an active Employee.

Activity Log Field Description

Activity Log
Displays the name, date, and any remarks entered on all actions taken during the COP event.

Add New Row Field Instruction

Add New Row
Select this button to add a new row to the request.

Agency Field Instruction

Agency
Select the applicable Agency for the report from the drop-down list.

Note: After select the Agency, the POI field is displayed.

Agency Field Instruction (Required)

Agency
Required field
Select the applicable Agency from the drop-down list.

All Day Field Instruction

All Day
Check this box if the request is for the whole day.

Alternate Work Schedule Field Instruction (Required)

Alternate Work Schedule

Required field
Select the alternate work schedule from the drop-down list.

Amount Field Description

Amount
Displays the actual dollar amount of the dollar transaction.

Amount Field Instruction (Required)

Amount
Required field
Enter the applicable dollar amount. For a whole dollar amount (i.e., $10.00) enter the whole number (**`10`**). For dollars and cents (i.e., $10.50), use a decimal (**`10.50`**). The amount entered is per day for the dates added.

Appointment Parameter Field Instruction

Appointment Parameter
Select the appointment parameter for the report from the drop-down list. Valid values are **`Days`**, **`Hours`**, and **`Dollars`**.

Approver Comments Field Description

Approver Comments
Displays any comments entered by the approving official.

Body Field Instruction (Required)

Body
Required field
Enter the body of the message.

COP Not to Exceed Date Field Description

COP Not to Exceed Date
Displays the not-to-exceed date for the COP.

COP Used to Date Field Description

COP Used to Date
Displays the COP days used to date.

Daily Hours Field Instruction

Daily Hours
Enter the number of hours requested.

Note: The Total Hours field will automatically populate after the request is submitted.

Date of Injury Field Description

Date of Injury
Displays the date the injury occurred.

Delegates For Field Instruction

Delegates For
Select the Delegate for for whose leave requests you are searching, if applicable.

Dept Descriptor Field Instruction

Dept Descriptor
Enter the Department descriptor of the Department for the report.

Description Field Instruction

Description
Enter the accounting code description.

Description Field Instruction - Schedule

Description
Enter a description for the schedule.

E Auth Internal ID Field Description

E Auth Internal ID
Displays the Employee's eAuthentication Internal ID.

E-Mail Address Field Description

E-Mail Address
Displays the Employee's email address.

Employee Field Description

Employee
Displays the Employee's name.

Employee Field Instruction

Employee
Enter the Employee's name or select the **Search** button to search for and select the Employee.

Note: Leave the field blank to run the report on all Employees.

Employee ID Field Description

Employee ID
Displays the Employee's EmplID from EmpowHR.

Employee Id Field

Employee Id
Enter the Employee ID of the Employee for the report.

Employees Field Instruction

Employees
Select the **Search** button. The Select User page is displayed. Check the boxes of up to 10 employees. Select the **Select Checked Users** button. You are returned to the Timesheet Summary Report Parameters page.

Note: This field defaults with the user's name. You may select the **Remove User** button to remove individual employees, or you may select the **Remove All** button to remove all employees.

Employees Field Instruction

Employees
Select the **Search** button. The Select User page is displayed. Check the boxes of up to 10 employees. Select the **Select Checked Users** button. You are returned to the Timesheet Summary Report Parameters page.

Note: This field defaults with the user's name. You may select the **Remove User** button to remove individual employees, or you may select the **Remove All** button to remove all employees.

End Date Field Description

End Date
Displays the end date of the request.

End Date Field Instruction (Required)

End Date
Required field
Enter the ending date of the request. The date is in Month Day Year format.

OR

Select the ending date of the request from the calendar icon.

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

End Date Field Instruction - Schedule Assignment

End Date
Enter the ending date in Month Day Year format.

OR

Select the end date from the calendar icon.

Note: The end date must coincide with the end date of a pay period. The End Date defaults to **`Forever`** once shifts are added. As a results of this, it is advised to always enter an end date. This will allow for future changes to a permanent schedule.

End Pay Period Field Instruction

End Pay Period
Select the ending pay period for the report from the drop-down list.

Essential Field Description

Essential
Displays a check mark if the Employee is classified as an essential Employee.

Exclude Delegate Field Instruction

Exclude Delegate
Select this box to exclude delegated Employees from this report.

Family and Medical Leave Act Field Instruction

I hereby invoke my entitlement to Family and Medical Leave for:
Select the applicable reason when requesting Family and Medical leave. The field defaults to **`None`**. If you are not requesting Family and Medical leave, leave **`None`** as the selection. Valid values are **`None`**, **`Birth/Adoption/Foster Care`**, **`Family Military Leave`**, **`Serious Health Condition of Self`**, **`Serious Health Condition of Spouse, Child, or Parent`**.

Note: This field must be completed when requesting Family and Medical leave. If you make a selection in this field when you are not requesting Family and Medical leave, an error message will appear. Also, if you do not make a selection in this field when requesting Family and Medical leave, an error message will display.

First Name Field Description

First Name
Displays the Employee's first name.

Fiscal Year Field Instruction (Required)

Fiscal Year
Required field
Enter the fiscal year.

From Date Field Instruction

From Date
Enter the starting date of your search. The date is in Month Day Year format.

OR

Select the starting date of your search from the calendar icon.

From PP Field Instruction

From PP
Select the beginning pay period for the report from the drop-down list.

Function Field Instruction

Function
Enter the accounting code function.

Hours Field Description

Hours
Populated with the number of hours of the leave request.

Include Compensatory Time Field Instruction

Include Compensatory Time
Check this box to include Compensatory Time on the report.

Include Compensatory Time Religious Field Instruction

Include Compensatory Time Religious
Check this box to include compensatory time religious on the report.

Include Compensatory Time Travel Field Instruction

Include Compensatory Time Travel
Check this box to include compensatory time travel on the report.

Include Missing Field Instruction

Include Missing
Check this box to include missing timesheets on the report.

Include Restored Annual Leave Field Instruction

Include Restored Annual Leave
Check this box to include restored annual leave on the report.

Include Sub Orgs Field Instruction

Include Sub Orgs
Uncheck this box to include sub organizations. This field defaults to the box being checked.

Include Time Off Award Field Instruction

Include Time Off Award
Check this box to include time off award on the report.

Injury Number Field Description

Injury Number
Displays the COP case number assigned to the COP event.

Last Name Field Description

Last Name
Displays the Employee's last name.

Last Name Field Instruction (Required)

Last Name
Required field
Enter the last name of the contact being added.

Leave Type Field Description

Leave Type
Populated with the leave type of the leave request.

Leave Type Field Instruction (Required)

Leave Type
Required field
Select the applicable leave type for the request from the drop-down list. The list of leave types is grouped by category. Leave types are displayed with the TC and the description of the leave type.
The categories are:
Admin/Excused Absence
Annual Leave
Compensatory Time Off
Credit Hours Used
Home Leave Used
Leave Without Pay
Military Emergency
Military Regular
OWCP Injury Leave
Other
Religious Comp Time Used
Sick Leave
Time Off/Incentive Award

Note: The Transaction Leave Balance field will be populated after selecting the leave type.

Leave Type Field Instruction - FMLA (Required)

Leave Type
Required field
Select the applicable leave type. Valid values are **`FMLA`** and **`FMLA Military`**.

Leave Type Field Instruction - Search

Leave Type
Select the leave type for the search.

Leave Year Field Instruction

Leave Year
Select the applicable leave year for the report from the drop-down list.

Meal Field Description

Meal
Populated with the duration of the meal in minutes.

Meal Time Field Instruction

Meal Time
Enter the meal time, if applicable.

Middle Name Field Description

Middle Name
Displays the Employee's middle name, if applicable.

Middle Name Field Instruction

Middle Name
Enter the middle name of the contact being added.

Name Field Description

Name Field Description
Displays the shift name.

Note: Select the applicable link from the Name column to view the Shift Details page.

Name Field Instruction (Required)

Name
Required field
Enter a name for the schedule.

Note: To select a pre-defined schedule template, select the **Insert Schedule Template** button for a list of available schedules templates. Select the applicable schedule template and select the **OK** button. If a pre-defined schedule template is selected, the fields are populated with the selected template's pre-defined criteria. Proceed to step 7.

Negative Advanced Leave Balance Override Field Instruction

Negative Advance Leave Balance Override
Select **Yes** to only include accounts that allow overriding the user's FMMI-assigned Negative Advanced Leave Balance. Select **No** to only include accounts that prohibit overriding the user's FMMI-assigned Negative Advance Leave Balance.

Note: HR Administrators can manually enable or disable the Negative Advanced Leave Balance on the user's timesheet profile.

Negative Religious Comp Time Balance Field Instruction

Negative Religious Comp Time Balance
Select **Yes** to only include accounts that allow overriding the user's FMMI-assigned Negative Religious Comp Time Balance. Select **No** to only include accounts that prohibit overriding the user's FMMI-assigned Negative Religious Comp Time Balance.

Note: HR Administrators can manually enable or disable the Religious Comp Time Balance on the user's timesheet profile.

Negative Sick Leave Balance Field Instruction

Negative Sick Leave Balance
Select **Yes** to only include accounts that allow overriding the user's FMMI-assigned Negative Sick Leave Balance. Select **No** to only include accounts that prohibit overriding the user's FMMI-assigned Negative Sick Leave Balance.

Note: HR Administrators can manually enable or disable the Negative Sick Leave Balance on the user's timesheet profile.

No Time Tracking Field Description

No Time Tracking
Displays a check mark if the Employee does not use webTA to record time and attendance.

Organization Field Description (Required)

Organization
Required field
Displays the Employee's organizational information.

Organization Field Instruction

Organization
Displays the user's Organization.

Note: To change the Organization, select **Clear**, then select **None Selected** to display the Organization Management page to search for and select an Organization or Sub Organization for the report.

Override EmpowHR Supervisor Assignment Field Description

Override EmpowHR Supervisor Assignment
Displays a check mark if the Supervisor information in the EmpowHR feed may be overwritten.

Override EmpowHR Supervisor Assignment Field Instructions

Override EmpowHR Supervisor Assignment
Select **Yes** to only include accounts that allow overriding the Employee's FMMI-assigned Supervisor. Select **No** to only include accounts that prohibit overriding the Employee's FMMI-assigned Supervisor.

Note:Timekeepers can manually enable or disable the Override EmpowHR Supervisor Assignment on the Employee's profile.

Password Field Instruction

Password
Enter your eAuthentication password.

Pay Period Field Instruction

Pay Period
Select the applicable pay period for the report from the drop-down list.

Password Field Instruction - webTA

Password
Enter your webTA password.

Pay Plan Field Instruction (Required)

Pay Plan
Required
Select the applicable pay plan from the drop-down list.

POI Field Description

POI
Displays the Employee's POI.

POI Field Instruction

POI
Select this link to display the Select POIs page to search for and select a POI for the report. This field defaults to ***None Selected***.

Program Code Field Instruction (Required)

Program Code
Required field
Enter the program code.

RDO Field Description

RDO
Populated if the shift is an RDO (regular day off).

Report Header Field Instruction

Report Header
Enter a header for the report, if desired.

Note: This will be displayed in addition to the report name.

Return to Work Date Field Description

Return to Work
Displays the date the COP recipient returned to work date, if applicable.

Role Field Instruction

Role
Select the applicable role for the report. Valid values are **Supervisor** and **Timekeeper**.

Select Roles Field Instruction

Select Roles
All roles are included on the report by default. To select one or more specific roles, press the **Ctrl** key and select applicable roles.

Shift Field Instruction

Shift
Enter the shift information for the day, if applicable.

Shift Type Field Description

Shift Type
Populated with the type of Shift. Valid values are: **Regular**, **Flex 1 Band**, **Flex 3 Band**, and **Flex 5 Band**.

Sick Leave Purpose Field Instruction

If you are requesting sick leave, you must indicate the reason
Select the applicable reason for requesting sick leave. The field defaults to **None**. If you are not requesting sick leave, leave **None** as the selection. Valid values are:
None
Illness/injury/incapacitation of requesting employee
Medical/dental/optical examination of requesting employee
Care of family member, including medical/dental/optical examination of family member, or bereavement
Care of family member with a serious health condition
Other (Provide the reason in Remarks)

Note: This field must be used when requesting sick leave. If you do not make a selection in this field when requesting sick leave, an error message will appear.

Start Date Field Description

Start Date
Displays the start date of the request.

Start Date Field Instruction (Required)

Start Date
Required field
Enter the starting date of the request. The date is in Month Day Year format.

OR

Select the starting date of the request from the calendar icon.

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

Start Date Field Instruction - Requests (Required)

Start Date
Required field
Enter the starting date in Month Day Year format.

OR

Select the starting date from the calendar icon.

Start Page Field Description

Start Page
Displays the Employee's highest role information. If the Employee has more than one webTA role, verify that the highest role available is selected from the drop-down list.

Start Pay Period Field Instruction

Start Pay Period
Select the starting pay period for the report from the drop-down list.

Start Time Field Description

Start Time
Displays the time that the shift begins.

Note: If the shift is a regular day off (RDO), the start and stop times are listed in order to bypass the mandatory field validation check and result in zero hours.

Start Time Field Instruction (Required)

Start Time
Required field
Enter the start time of the request.

State Code Field Instruction (Required)

State Code
Required field
Select the Timekeeper's assigned State from the drop-down list.

State Field Instruction

State
Enter the State of the address being added.

Status Change Day Field Instruction

Status Change Day
Select the applicable day of the status change (last day in pay status) from the drop-down list.

Status Change Type Field Instruction

Status Change Type
Select **End** from the drop-down list.

Status Field Description - All Request Types

Status
Displays the status of the request. Valid values are **Pending**, **Approved**, and **Denied**.

Status Field Description - Shifts

Status
Populated with the status of the shift. Valid values are **Active** and **Inactive**.

Note: If a shift is **Inactive**, it is not listed as available when assigning shifts to schedules.

Status Field Instruction

Status
Select the applicable request status for your search. Valid values are **All**, **Pending**, **Approved**, and **Denied**.

Status Field Instruction - Final Timesheet

Status
Select **Final Report**.

Stop Time Field Description

Stop Time
Populated with the time that the shift ends.

Note: If the shift is an RDO, the start and stop times are listed in order to bypass the mandatory field validation check and result in zero hours.

Stop Time Field Instruction

Stop Time
Enter the stop time of the request.

Subject Field Instruction (Required)

Subject
Required field
Enter the subject of the message.

Note: Select the ***High Importance*** link to indicate that the message is of high importance.

Submission Date Field Description

Submission Date
Displays the date and time that the request was submitted.

Submitter Remarks Field Instruction

Submitter Remarks
Enter any applicable remarks.

Supervisor Field Description

Supervisor
Displays the name and user ID of the Employee's Supervisor.

Supervisor Field Instruction

Supervisor
Enter the name of the Supervisor for the request for which you are searching.

TC Line Field Instruction

TC Line
Enter work time in hours and minutes. This field is required.

Termination Date Field Description

Termination Date
Displays the date the COP recipient account was terminated and is no longer active in the system.

Termination Remark Field Description

Termination Remark
Displays any optional remarks about the termination.

Time In Field Instruction

Time In
Enter the starting time for each day.

Time Out Field Instruction

Time Out
Enter the ending time for each day.

Timekeeper Field Description

Timekeeper
Displays the name and user ID of the Employee's Timekeeper.

Timekeeper Field Instruction

Timekeeper
Enter the name of the Timekeeper for the request for which you are searching.

Timekeeper Field Instruction - Profile

Timekeeper
Enter the user ID of the Employee's Timekeeper.

Timekeeper's Organization Field Instruction

Timekeeper's Organization
Displays the Timekeeper's Organization code.

Timesheet Status Field Instruction

Timesheet Status
Select the applicable status from the drop-down list.

Timezone Field Description

Timezone
Displays the time zone in which the Employee is located.

To Date Field Instruction

To Date
Enter the ending date of your search. The date is in Month Day Year format.

OR

Select the ending date of your search from the calendar icon.

To PP Field Instruction

To PP
Select the ending pay period for the report from the drop-down list.

Total Hours Field Description

Total Hours
Automatically populated with the total number of hours of the request.

Total Hours Field Description - Shifts

Total Hours
Displays the total number of hours for the day.

Total Hours Field Instruction

Total Hours
Automatically populated with the total number of hours of the request.

Town Field Instruction (Required)

Town
Required Field
Enter in the Timekeeper's assigned four-digit town code.

Transaction Code Field Description

Transaction Code
Displays the applicable TC.

Transaction Code Field Instruction (Required)

Transaction Code
Required field
Select the applicable transaction code from the drop-down list.

Transaction Field Description - Premium Pay Request

Transaction
Displays the type of premium pay requested.

Transaction Field Instruction - Premium Pay Request (Required)

Transaction
Required field
Select the applicable premium pay type for the request from the drop-down list. The list of premium pay types is grouped by category. Premium pay types are displayed with the TC and the description of the premium pay type.
The categories are:
Comp Time/Travel Earned
Compensatory Time Earned
Credit Hours Earned
Hazard Pay
Holiday Worked
Home Leave Earned
OT w/Night Diff
Other
Overtime
Shore Leave Earned

Type Field Instruction

Type
Select the type of account from the drop-down list.

Unit Field Instruction

Unit
Enter the applicable unit for the report.

Unit Field Instruction (Required)

Unit
Required field
Enter the Timekeeper's two-digit unit code.

User Field Description

User
Displays the name of the Employee making the request.

User Field Instruction

User
Enter the User name for the request you are searching for, if applicable.

User ID Field Description

User ID
Displays the Employee's user ID.

User ID Field Instruction

User ID
Enter your eAuthentication user ID.

User ID Field Instruction - webTA

User ID
Enter your webTA user ID.

User Name Field Instruction

User Name
To search for a specific Employee assigned to that Supervisor, enter the user ID of that Employee.

Note: Leave the field blank to run the report on all Employees.

Users Field Instruction

Users
Select the type of user for the report from the drop-down list.

Weeks Field Instruction (Required)

Weeks
Required field
Select the number of weeks from the drop-down list.

Index

A

B

C

D

E

F

O

P

R

S

T

U

V

W